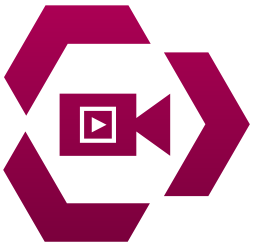


inData

TimeCoder™ Pro 6

Deposition Synchronization Software

USER MANUAL

www.indatacorp.com | 866.419.4298

inData®

Table of Contents

What's New in TimeCoder Pro? 1
Supported File Types and Transcript Requirements 3
Introduction 4
System Requirements 6
Supported Multimedia File Types 7
Installing and Activating TimeCoder Pro 8
Contacting inData 9
Converting an Evaluation Copy 10
Other Ways to Buy 11
Getting Started 12
Launching TimeCoder Pro 13
Keyboard Commands 17
Working with Digital Video Transcripts 19
Managing DVTs 26
DVT Status 27
Removing a DVT 28
Closing a DVT 29
Preserving Existing Transcript TimeCodes 30
Changing the DVT Data Path 33
Importing a Digital Video Transcript 35
Importing a TrialDirector Case File 36
Importing LexisNexis TextMap Evidence Files 38
Importing LiveNote / VideoNote Files 42
Importing RealLegal E*Transcript Files 46
Importing a Sanction II™ Transcript Database 50
Importing Timaro Timestamp Files 54
Importing TrialPro Timestamp Files 58
Importing YesEdit™ CD-ROM with Sanction II Transcript Database 62
Preserving VideoNote Transcript Timecodes 66
Associating Multimedia Resources with Transcripts 68
Using the inData Digital Video Disc Extractor 71
Removing Multimedia Resources 72
Replacing Multimedia Resources 73
Chronological Multimedia Check 74
Encoding Directly to DVD 75
Files Included with a DepoView DVD 76
Installing the MPEG-2 Codec 77
Synchronizing a Digital Video Transcript 78
Automatic Transcript Timecoding 79
Preparing for Automatic Synchronization 80
AutoSync Timecoding 83
RapidSync Timecoding 86
Manual Transcript Timecoding 89
Sending a Synchronization Job to inData 92
Uploading the Files to inData 93
Monitoring Outsourced Jobs in TimeCoder Pro Administrator 97
Picking Up Digital Video Transcripts from inData 98
Linking Exhibits 99
Searching a Transcript 102
Formatting a Transcript 104
DepoView and DepoView DVD Feature Comparison 110

Creating a DepoView DVD 112
Including Your Company Logo on DepoView DVDs 116
Playing DepoView DVDs 117
Exporting to DepoView (CD) 119
Distributing DepoView Volumes 123
Exporting a Digital Video Transcript 128
Exporting to a TrialDirector Case File 129
Exporting to an OpenDVT XML File 131
Exporting to a TimeCoder Multimedia List File 133
Exporting to AMICUS Format 136
Exporting to ASCII Format 138
Exporting to LiveNote / VideoNote Format 141
Exporting to a Media Player Synchronized Media Interchange 143
Exporting to a Sanction II Transcript Database (*.mdb) 146
Exporting to a Summation Briefcase format File (*.sbf) 148
Exporting to a Timaro Post-Production Timestamp File 150
Exporting to a TrialPro Post-Production Timestamp File 152
Exporting to DepoView for iPad 154
Files Included with a DepoView Volume 156
TimeCoder Pro Administrator 157
Logging into Your Timecoder Pro Account 160
Requesting or Changing Your Password 161
Monitoring Outsourced Jobs in TimeCoder Pro Administrator 162
Setting TimeCoder Pro Options 163
What is a UNC Path? 165
Trademark and Copyright Acknowledgments 166

What's New in TimeCoder Pro?

TimeCoder Pro v6.7

Verified for use on Surface Pro	TimeCoder Pro has been verified for use on the Microsoft Surface Pro and other tablet PCs.
Command Keys for Multimedia Seeking	When seeking through multimedia, you may now use the **A** and **S** keys to seek forward and backward by one *second* at a time, respectively, or use the **D** and **F** keys to seek forward and backward by one *frame* at a time, respectively.
Additional Seek Time Options	When setting TimeCoder Pro options, you can now set the **Arrow keys seek** field to move forward or backward at tenths or even hundredths of a second at a time. These options allow more finite control when manipulating multimedia.

TimeCoder Pro v6.5

Export to DepoView for iPad	TimeCoder Pro now allows you to send DVI, DVT and OPENDVT XML files to DepoView for iPad, a solution to manage depositions and create clips on the road.
Windows 8™ Compatible	TimeCoder Pro has verified compatibility with the new Microsoft Windows 8™ operating system. *Windows 8 RT does not support desktop applications, such as TimeCoder Pro. All other editions, such as Windows 8 Pro, are supported.

TimeCoder Pro v6.4

New TimeCoder Pro Online Administrator	The entire online Account Manager has been rebuilt for TimeCoder Pro 6. The new TimeCoder Pro Administrator is designed to provide intelligent business and technical information about your TimeCoder Pro account. You can view activity in easy-to-use credit/debit columns (similar to an online banking website), filter synchronization data, download activity history, and print intelligent reports. Customize the Account Activity area to show just the fields you want to analyze, including new fields such as Matter Number, Case Name, Reporting Form, Job ID, Client ID, and Office. Remotely monitor the progress of several simultaneous synchronization jobs running from different TimeCoder Pro workstations from a browser, and much more! More Information
MPEG-4 (H.264) Support	TimeCoder Pro 6 now supports high definition MPEG-4 (H.264) for synchronization and export to Classic DepoView volumes. As

	always, TimeCoder Pro leads the legal video industry in support of the latest video standards. Support for this video format allows videographers to offer synchronized Digital Video Transcripts using MPEG-4 (H.264) files to their clients. Additionally, other inData products such as TrialDirector 6 and DepoView 6 will support playback, clip creation, and clip export for Digital Video Transcripts using MPEG-4 (H.264) video. When adding your video files to TimeCoder Pro, just select the .MP4 or .MOV file extension from within the Multimedia Manager.
Larger Multimedia Window	Postage-stamp sized video is a thing of the past. TimeCoder Pro 6 has a larger video window that is more compatible with modern video resolutions. The larger size enables you to easily see information within the deposition video, such as the date and time stamp.
Extended Deponent Information Fields	Track more information when you create Digital Video Transcripts (DVTs), including Case Name, Matter Number, Client ID, Job Number, Office, and Reporting Firm. You can also add this information after DVT creation in the Additionally, each of these fields (such as Case Name) will store previously entered information in the dropdown list so you can simply select it the next time another DVT is created for the same case. Any information entered into these fields is automatically posted to your online TimeCoder Pro Administrator for easy reporting and analysis. Digital Video Transcript Properties.
Required Deposition Information Fields	You will now be prompted if all of the required fields are not filled out when creating a new Digital Video Transcript. This change ensures proper information is included with your synchronized transcripts.
Click to View Original Transcript Link	When you are completing the Create a New Digital Video Transcript wizard, most screens now include a link to the original transcript. This enables you to reference the transcript when filling out extended fields and other information.

Supported File Types and Transcript Requirements

Note:

TimeCoder Pro has been developed and designed to work with a wide range of deposition formats; not every possible format may be properly imported by the transcript parser engine.

The list of supported and non-supported file types may change in future releases.

The following deposition file types *are supported* by TimeCoder Pro:

- AMICUS Format (*.ami, *.trn)
- ASCII Format (*.txt, *.v1); must meet specific format requirements
- LexisNexis TextMap Evidence File (*.xmef)
- LiveNote/VideoNote Files (*.ptf/*.vid)
- RealLegal E*Transcript Files (*.ptx)
- Sanction II Transcript Database (*.mdb)
- Timaro/TrialPro Post-Production Time Stamp file (*.pts)

The following deposition file types *are NOT supported* by TimeCoder Pro:

- Microsoft Word Documents (*.doc, *.docx)
- Rich Text Format (*.rtf)
- Adobe PDF (*.pdf)
- TIFF Images (*.tif, *.tiff)

When using ASCII format transcripts with TimeCoder Pro, they must meet the following requirements:

- Must include integer-based page numbers (EXAMPLES: **Page 1**, **1**, **0001**, etc.) on the left or right-hand portion of the transcript.
- Must include integer line numbers for *all* pages of the deposition. Line numbers are also required for title, certificate, appearances, exhibit list, and certificate pages.
- No special characters (i.e. non-standard ASCII characters such as ö, ñ, é, etc.)
- Court Reporter timestamps (i.e. relative or time of day timestamps) are allowed. However, they must be in one of the following formats:
  H:M:SS or **HH:MM:SS**
  Additionally, there must be at least one whitespace character between the timestamps and the page number.
  EXAMPLE: **12:15:26 06 Q. Please state your name.**
- Court Reporter information (EXAMPLE: ***ACME Court Reporters (800) 555-1212***) should *not* be present at the header or footer of each page (i.e. Line 1 or 25). If this information is present, it can make clip creation more difficult and synchronized playback confusing to a judge or jury.
- Question and Answer (Q/A) Pairs are required for all spoken portions of the transcript.
- One (or more) whitespace characters must occur between each line number and text.
  EXAMPLE: **25 Q. What was your involvement?**

Introduction

Introducing TimeCoder Pro with DepoView

TimeCoder™ Pro allows you to create Digital Video Transcripts (DVTs) for use with TrialDirector and other applications supporting synchronized transcripts and video. In addition, a royalty-free, re-distributable DepoView application is included with TimeCoder Pro. DepoView is an easy way for parties without deposition management software to view and work with synchronized digital video.

TimeCoder Pro Features

Because of its ability to export to multiple formats, TimeCoder Pro is the best solution for synchronizing transcripts and video. Some of TimeCoder Pro's features include:

Multiple Syncing Options

- RapidSync® - Synchronizes your transcript and video on average 20 times faster than real time! The RapidSync engine uses the latest in audio mining, speech recognition, language modeling, and transcript format detection technologies to take the labor out of a once tedious task.
- Send to inData - Too busy or have a large job requiring quick turnaround? Upload your materials to inData and our experienced technicians will quickly synchronize and Q/C your transcript for you with a 100% satisfaction guarantee! In just a short time, your deposition will be delivered to you ready to be branded with your company information and distributed to your clients.
- AutoSync™ - Synchronizes your transcript and video on average 2-3 times faster than real-time.
- Manual Synchronization - Manually timestamp your deposition transcript to an associated deposition video.

DepoView® DVD

Give your clients the ability to review their video transcripts on a standard DVD player or personal computer with DepoView DVD. One DepoView DVD disc can store an entire full day’s deposition. Plus, DepoView DVD supports your choice of MPEG-1 or MPEG-2/VOB files. It even includes an MPEG-2 codec, so you can rest assured your clients will have a good user-experience playing the video on a PC. You can even brand the DepoView DVD main menu with your company logo and contact information. Each DepoView DVD includes a complimentary license of DepoView software for video clip creation that a user can download at their convenience.

Exhibit Linking

Add electronic exhibits to your Digital Video Transcript and TimeCoder Pro will automatically find references to the exhibit within the transcript and create links. When your clients view the transcript in DepoView, they can easily review the linked exhibits by clicking on the icons that appear wherever an exhibit is mentioned.

Encoding, Syncing, Authoring, and Burning to DVD

Encode and sync files from AVI/DV without any extra pre-treatment steps, and export your synced work product to DepoView DVD. In essence, TimeCoder Pro acts as your encoder, eliminating the need to purchase additional, expensive encoder hardware.

Online Account Management

Monitor the status of your syncing projects at any time with TimeCoder Pro Administrator. View the amount billed for specific syncing projects, review accuracy and time statistics, conveniently access support, fund your account when needed, and more.

Unlimited TimeCoder Pro Installations

Install on as many systems as you require (per site location).

Intuitive User Interface

Because TimeCoder Pro uses a comprehensive set of keyboard commands, common tasks are made simple, and users can become familiar with the use of the product in a short period of time.

Free Tutorials

Learn TimeCoder Pro software in just minutes with our comprehensive series of tutorials available at http://www.indatacorp.com.

System Requirements

The system requirements for TimeCoder Pro are listed below. If you plan to create DepoView DVDs, ensure your system meets the Recommended Requirements.

TimeCoder Pro Minimum Requirements (excluding DepoView DVD requirements):

- 2.4Ghz Pentium™ 4 Processor
- Windows 7™ (32-bit and 64-bit versions are both supported)
- 2 GB RAM
- Active Internet Connection (Cable, LAN, T1, etc.)
- Microsoft .NET Frameworks 4.5.1 or higher
- Microsoft Internet Explorer 9.0 or higher
- XGA Monitor (1024 x 768) at 16 million colors (High Color or True Color)
- 4 GB Available Hard Disk Space
- DVD-R Drive (TimeCoder Pro is distributed on DVD)
- Sound Card and Speakers/Headphones (Required for video functions)

TimeCoder Pro Recommended Requirements*:

- 3.0Ghz or higher Intel ®Core™ i3, i5, i7 or Intel®Core™2 Quad Processor
- Windows 8™ (32-bit and 64-bit versions are both supported)
- 4 GB RAM
- Active Internet Connection (Cable, LAN, T1 etc.)
- Microsoft .NET Frameworks 4.5.1 or higher
- Microsoft Internet Explorer 9
- SXGA Monitor (1280 x 1024) at 16 million colors (High Color or True Color)
- 6 GB Available Hard Disk Space (15 GB if burning DepoView DVDs)
- DVD-RW Drive (for burning CDs or DepoView DVDs)
- Sound Card and Speakers/Headphones (Required for video functions)

*RapidSync speeds of up to 60x real-time are capable when using Recommended Requirements.

Supported Operating Systems**:

- Windows 7
- Windows 8
- Windows 10

**Windows 8 RT does not support desktop applications, such as TimeCoder Pro. All other editions, such as Windows 8 Pro, are supported.

***TimeCoder Pro will work on a Mac® running Windows in a Boot Camp®, Parallels™, or VMware Fusion™ environment.

Supported Multimedia File Types

The following lists detail the multimedia file types supported for use with TimeCoder Pro. Note that the file types supported for export to DepoView DVD are listed separately below.

File Types Supported for Synchronization with Transcripts and Export (Excluding DepoView DVD)

- Audio files (*.aif, *.aiff, *.au, *.wav)
- Audio Video Interleave files (*.avi)
- Microsoft DV AVI files (*.avi)
- MP3 files (*.mp3)
- MPEG Audio files (*.mpa, *.mp2, *.m2a)
- MPEG-1 files (*.mpg, *.mpeg)
- MPEG-2 files (*.mpg, *.mpeg)
- High Definition MPEG-4 H.264 (*.mp4, *.mov)
- Windows Media files (*.asf, *.wmv, *.wma)
- Video CD (*.dat)
- DVD-Video (*.vob) - See Note

File Types Supported for Export to DepoView DVD

- Microsoft DV AVI files (*.avi)
- DVD-Video (*.vob) - See Note
- MPEG-2 files (*.mpg, *.mpeg)
- MPEG-1 files that meet the following specifications:
  - MPEG-1 Program Stream (Constant Bitrate)
  - Minimum Video Bitrate: 1150 Kbps
  - Maximum Video Bitrate: 1856 Kbps
  - Audio Bitrate: 224 Kbps
  - Audio Stream Type: MPEG-1 Audio Layer 2
  - Audio Frequency: 48,000 Hz
  - Resolution: 352 x 240

Note:

If you load DVD-Video (.vob) in the Multimedia Manager, the *inData DVD Extractor* will automatically open to convert the DVD-Video to an MPEG-2 program stream. This is necessary to export to DepoView DVD format.

Installing and Activating TimeCoder Pro

Activating an Evaluation Copy?

The process for activation an evaluation copy is a little different. Click here for the details.

Activating a TimeCoder Pro Full License without Web Access

The standard installation of TimeCoder Pro anticipates an Internet connection for registration and activation. If you do not have an Internet connection, there are two options for obtaining the activation code:

- If you have Internet access on another computer, you can get the activation code from the inData Web site.
    1. Install the software. After entering your serial number and registration code, you will be prompted for the activation code. (With an Internet connection, the activation code would be automatically received and accepted.)
    2. On the computer with Internet access, go to the www.indatacorp.com **> Support >TimeCoder Pro >Register Software** and enter your serial number and registration code. Click **Submit**.
    3. An activation code will be displayed. Return to the computer without Internet access and enter the activation code exactly as shown.

       Your software will now function normally.

- If you do not have another computer with Internet access, call Technical Support at 480-497-0066 to obtain the activation code.

Note:

TimeCoder Pro will need an Internet connection in order to Automatically Synchronize Digital Video Transcripts.

Activating a TimeCoder Pro Full License with Web Access

TimeCoder Pro can be installed on multiple computers within the same office location. Additional TimeCoder Pro licenses are required for computers outside of your primary location (i.e. branch offices). If you are installing TimeCoder Pro and get a message that you have exceeded your eligible activations, contact Technical Support at 480-497-0066, or on the Web at www.indatacorp.com. If you need to purchase additional copies of TimeCoder Pro, click here for more information.

1. When the initial Registration screen appears, click **Next** to continue.
2. Enter the TimeCoder Pro serial number. Click **Next**.
3. Enter your contact information. Click **Next**.
4. Review and confirm your contact information. Click the **Back** button to edit the displayed information, or **Next** to accept the information and finish the registration.

When registration is complete, the activation code is automatically sent to your PC, completing the registration process.

Contacting inData

inData Corporation
225 E Germann Rd., Suite 310
Gilbert, AZ 85297 USA
Phone: 480-497-8595
Toll Free: 877-463-2829
Fax: 480-497-1833

Technical Support

Technical Support is available with every inData software product, 24 hours a day, 7 days a week on the inData Web site at www.indatacorp.com. Visit the Tips & FAQs page for helpful information about all inData products.

Phone

Phoenix Area 480-497-0066*

Toll Free 866-419-4298*

Fax

480-497-1833**

Email

support@indatacorp.com**

Standard Technical Support: This service provides telephone, fax, or email support to clients Monday through Friday, 9 am - 8 pm Eastern Standard Time, excluding holidays.

*Current maintenance contract required.
**Estimated Response Time (ERT) is 4 business hours for customers with a current maintenance contract, and 1 day for customers without a current maintenance contract.

Converting an Evaluation Copy

Are you using an evaluation copy of TimeCoder Pro? You can convert your evaluation copy to the fully licensed version at any time. Any projects that you created with the evaluation copy will be preserved, and you'll be able to continue working with them with the full version.

You can activate your full version of TimeCoder directly from the **Help** menu.

1. Click the **Help** menu and select **Buy TimeCoder Pro Online**.
2. A shopping cart dialog opens where you can verify your purchase and proceed to checkout. Enter your NetSuite credentials and click **Continue** to complete your purchase.
3. When your information has been validated, you will receive a serial number. The next time you launch TimeCoder Pro, you will be prompted to enter the serial number and activate your permanent copy of TimeCoder Pro.
4. If you have any questions, just call our sales staff at **800-828-8292**.

You can also obtain your serial number by ordering TimeCoder over the phone or through your purchasing department. Please contact us at 800-828-8292, or on the Web at www.indatacorp.com.

Other Ways to Buy

Can't get enough of TimeCoder Pro? It's a common problem, and we have several solutions:

Converting an Evaluation Copy

Are you using an evaluation copy of TimeCoder Pro? Click here for online purchase instructions.

Ordering Additional Copies

Maybe you already have a copy of TimeCoder Pro and want to purchase additional copies. We have you covered!

- You can order additional copies on the Web at www.indatacorp.com.
- Would you rather talk to someone? Our friendly sales staff would be pleased to speak with you at **800-828-8292.**
- Do you need a lot of copies? For even greater savings, talk to the sales staff about our site license options!

Don't forget our other fine products!

If you like TimeCoder Pro, you should consider our other litigation products and services. Our software products include:

- TrialDirector® - Trial Presentation Software
- TimelineXpress - Timeline Charting Software
- DepoView™ - Video Review Software

We also offer services including Data Analysis & Production, Trial Consulting & Preparation, and Encoding & Synchronization.

Getting Started

TimeCoder™ Pro features comprehensive tutorials to help you learn the program. To view the tutorials and the *TimeCoder Pro Quick Start Guide*, go to http://www.indatacorp.com.

Review these topics for additional information:

Introducing TimeCoder Pro

System Requirements

Launching TimeCoder Pro

Setting TimeCoder Options

Keyboard Commands

Launching TimeCoder Pro

Topics:

Launching TimeCoder Pro
The Application Window

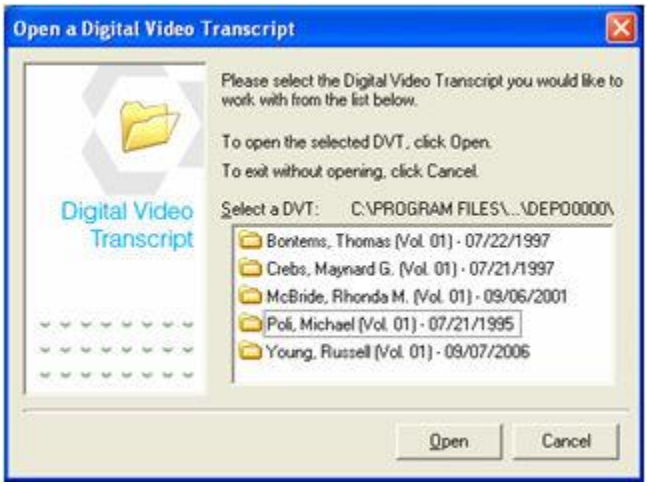
Launching TimeCoder Pro

To open TimeCoder Pro, Select **Start** > **All Programs** > **TimeCoder Pro 6** > **TimeCoder Pro 6**.

Note:

If your software was not unlocked and registered, a preliminary window will appear, prompting you to activate the software.

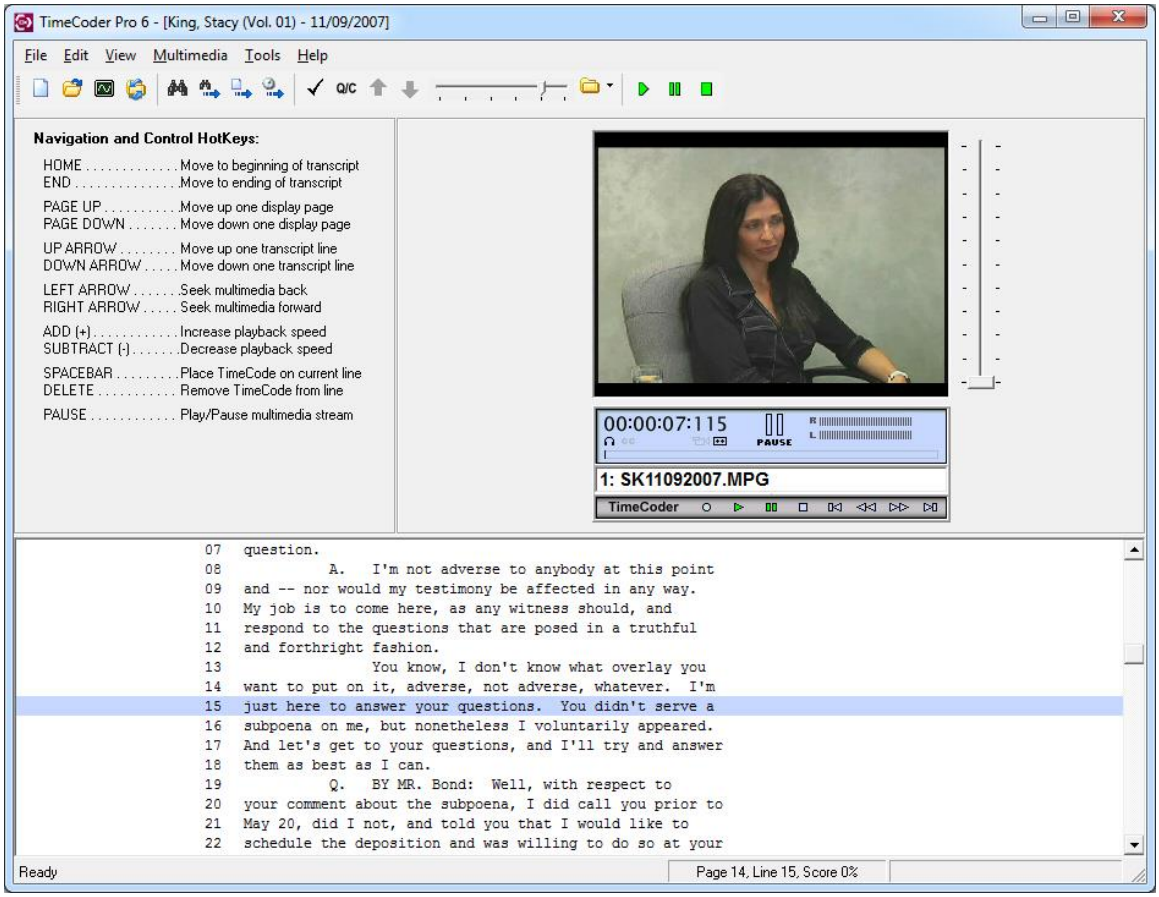
The TimeCoder Pro splash screen appears, followed by the "Open a Digital Video Transcript" dialog, as shown below.


Open a Digital Video Transcript
Please select the Digital Video Transcript you would like to work with from the list below.
To open the selected DVT, click Open.
To exit without opening, click Cancel.
Digital Video Transcript
Select a DVT:
C:\PROGRAM FILES\...\DEPO0000\
Bonterms, Thomas (Vol. 01) - 07/22/1997
Crebs, Maynard G. (Vol. 01) - 07/21/1997
McBride, Rhonda M. (Vol. 01) - 09/06/2001
Poli, Michael (Vol. 01) - 07/21/1995
Young, Russell (Vol. 01) - 09/07/2006
Open
Cancel

Select the DVT you wish to work with from the list. Click **Open** to display the DVT in the main application window.

The Application Window

The TimeCoder application window consists of the Menu Bar, Tool Bar, Keyboard Commands List, Transcript Window, Video Monitor, Multimedia Selection Box and Multimedia Control Box, as shown below.


TimeCoder Pro 6 - [King, Stacy (Vol. 01) - 11/09/2007]
File Edit View Multimedia Tools Help
Navigation and Control HotKeys:
HOME . . . . . Move to beginning of transcript
END . . . . . Move to ending of transcript
PAGE UP . . . . . Move up one display page
PAGE DOWN . . . . . Move down one display page
UP ARROW . . . . . Move up one transcript line
DOWN ARROW . . . . . Move down one transcript line
LEFT ARROW . . . . . Seek multimedia back
RIGHT ARROW . . . . . Seek multimedia forward
ADD (+) . . . . . Increase playback speed
SUBTRACT (-) . . . . . Decrease playback speed
SPACEBAR . . . . . Place TimeCode on current line
DELETE . . . . . Remove TimeCode from line
PAUSE . . . . . Play/Pause multimedia stream
00:00:07:115
PAUSE
1: SK11092007.MPG
TimeCoder
07 question.
08 A. I'm not adverse to anybody at this point
09 and -- nor would my testimony be affected in any way.
10 My job is to come here, as any witness should, and
11 respond to the questions that are posed in a truthful
12 and forthright fashion.
13 You know, I don't know what overlay you
14 want to put on it, adverse, not adverse, whatever. I'm
15 just here to answer your questions. You didn't serve a
16 subpoena on me, but nonetheless I voluntarily appeared.
17 And let's get to your questions, and I'll try and answer
18 them as best as I can.
19 Q. BY MR. Bond: Well, with respect to
20 your comment about the subpoena, I did call you prior to
21 May 20, did I not, and told you that I would like to
22 schedule the deposition and was willing to do so at your
Ready
Page 14, Line 15, Score 0%

Click the links below to view a detailed description of each TimeCoder Pro application window component:

Menu Bar

Tool Bar

Keyboard Commands List

Transcript Window

Video Monitor

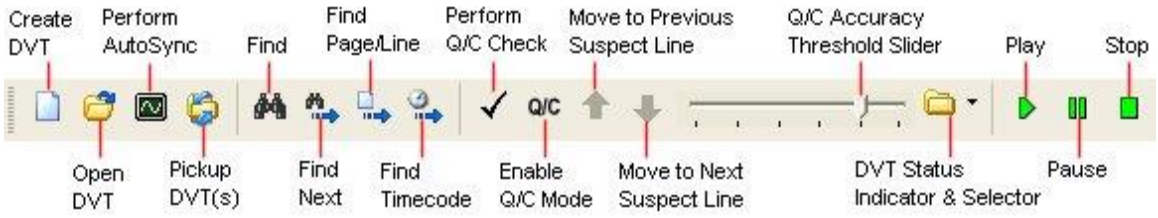
Multimedia Speed Slider Control

Multimedia Control Box

Multimedia Selection Box

Menu Bar - The Menu Bar provides the following menus to use while in TimeCoder: File, Edit, View, Multimedia, Tools and Help.

Tool Bar - The Tool Bar provides quick access to many of the options found within the various program menus. Also, the TimeCoder Pro tool bar contains options specific to QC Mode. Below is a brief description of each tool bar option.



Note:

The "Move to Next Suspect Line", "Move to Previous Suspect Line", and "QC Accuracy Threshold Slider" options are only available when QC Mode is enabled. For more information about using QC Mode, click here.

Keyboard Commands List - The Keyboards Commands List shows all of the hot keys that can be used in TimeCoder Pro.

Navigation and Control HotKeys:

HOME . . . . . Move to beginning of transcript
END . . . . . Move to ending of transcript

PAGE UP . . . . . Move up one display page
PAGE DOWN . . . . . Move down one display page

UP ARROW . . . . . Move up one transcript line
DOWN ARROW . . . . . Move down one transcript line

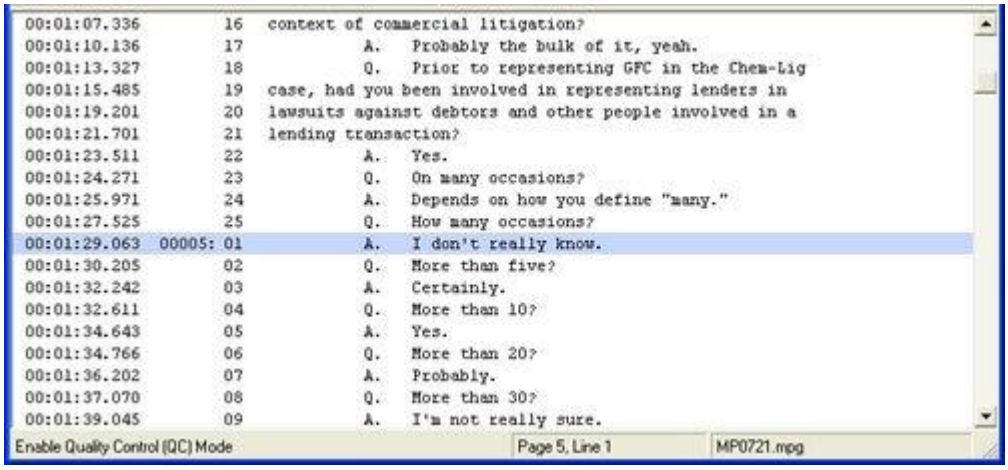
LEFT ARROW . . . . . Seek multimedia back
RIGHT ARROW . . . . . Seek multimedia forward

ADD (+) . . . . . Increase playback speed
SUBTRACT (-) . . . . . Decrease playback speed

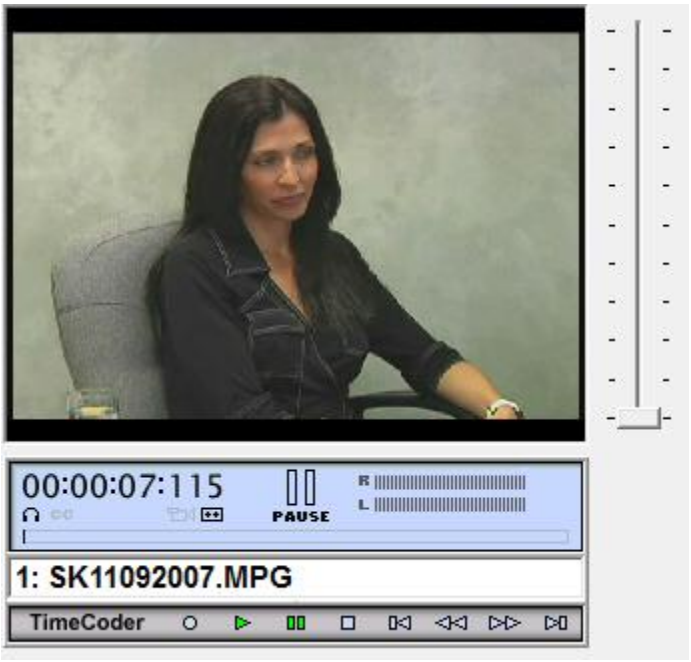
SPACEBAR . . . . . Place TimeCode on current line
DELETE . . . . . Remove TimeCode from line

PAUSE . . . . . Play/Pause multimedia stream

Transcript Window - The Transcript Window displays the currently opened transcript text. Timecodes are inserted on the left side of the transcript. Page numbers appear to the right of timecodes in a 5-digit format. (ex. 00004) The line numbers appear after the page number and a separator character (colon).

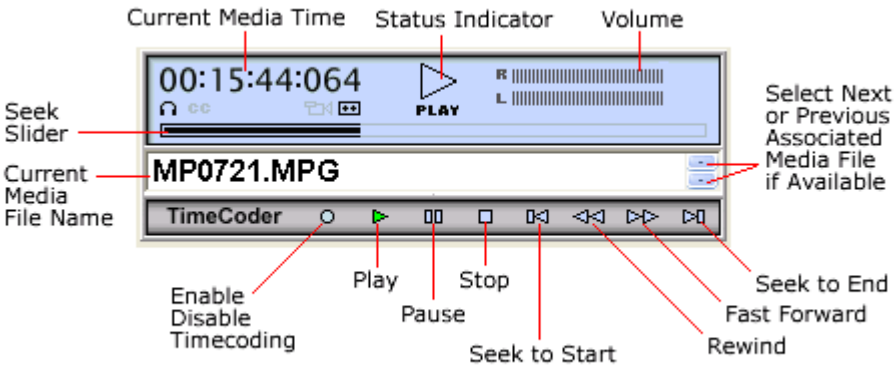

00:01:07.336 16 context of commercial litigation?
00:01:10.136 17 A. Probably the bulk of it, yeah.
00:01:13.327 18 Q. Prior to representing GFC in the Chem-Lig
00:01:15.485 19 case, had you been involved in representing lenders in
00:01:19.201 20 lawsuits against debtors and other people involved in a
00:01:21.701 21 lending transaction?
00:01:23.511 22 A. Yes.
00:01:24.271 23 Q. On many occasions?
00:01:25.971 24 A. Depends on how you define "many."
00:01:27.525 25 Q. How many occasions?
00:01:29.063 00005: 01 A. I don't really know.
00:01:30.205 02 Q. More than five?
00:01:32.242 03 A. Certainly.
00:01:32.611 04 Q. More than 10?
00:01:34.643 05 A. Yes.
00:01:34.766 06 Q. More than 20?
00:01:36.202 07 A. Probably.
00:01:37.070 08 Q. More than 30?
00:01:39.045 09 A. I'm not really sure.
Enable Quality Control (QC) Mode
Page 5, Line 1
MP0721.mpg

Video Monitor - The Video Monitor displays the currently opened video file.



Multimedia Slider Control - The scroll bar on the right side of the Video Monitor allows you to increase the speed of the multimedia playback up to twice the normal speed.

Multimedia Control Box - The Multimedia Control Box allows you to enter and exit Timecoding Mode (Timecoding Mode allows you to timestamp the transcript) and to play, pause, stop, rewind, fast forward, seek, and adjust the volume on multimedia files.



Multimedia Selection Box - The Multimedia Selection Box lists all of the currently available multimedia files. If multiple multimedia files are available, a small arrow will appear on the right side of the box, which will allow you to cycle through the list.

Keyboard Commands

The following keyboard commands are available during the timecoding process:

Home	Jump to the beginning of the transcript.
End	Jump to the end of the transcript.
Page Up	Jumps back one full page of displayed transcript. In this case, a page is a section of the transcript that can be displayed in the Transcript Window at one time.
Page Down	Jump forward one full page of displayed transcript. In this case, a page is a section of the transcript that can be displayed in the Transcript Window at one time.
Up Arrow	Move to the previous line of the transcript.
Down Arrow	Move to the next line of the transcript. Use this key to move forward in the transcript without stamping lines that do not need timecodes (e.g., appearances, recesses, etc.)
Left Arrow	Rewind the multimedia file by the number of seconds designated in the TimeCoder options.
Right Arrow	Advance the multimedia file by the number of seconds designated in the TimeCoder options.
Add (+)	Increase the multimedia file playback speed up to two times the normal speed.
Subtract (-)	Decrease playback speed back to normal speed.
Spacebar	Stamp the current time displayed in the Multimedia Control Box to the left side of the currently selected transcript line.
Delete	Remove the timecode from the currently selected transcript line.
Pause	Toggles Play or Pause mode for the multimedia file.
N	Moves to the next suspect line when running QC on an automatically synchronized transcript. This key will locate any timestamped lines with a confidence score between 1 and 99.
B	Moves to the previous suspect line when running QC on an automatically synchronized transcript. This key will locate any timestamped lines with a confidence score between 1 and 99.
ALT + N	Moves to the next missing or out of sequence

	timestamp. Use they keystroke when running QC on an automatically synchronized transcript.
ALT + B	Moves to the previous missing or out of sequence timestamp. Use they keystroke when running QC on an automatically synchronized transcript.
X	Used to toggle between spoken (red) and unspoken (grey) text in QC mode. To help improve AutoSync & RapidSync accuracy and speed results, you may want to check the spoken/unspoken lines at the beginning and end of the transcript prior to processing. Although this step is not required, it can help on certain transcripts.
A	Seeks multimedia forward one second.
S	Seeks multimedia backward one second.
D	Seeks multimedia forward one frame (best if used when playback is paused).
F	Seeks multimedia backward one frame (best if used when playback is paused).
<Enter>	Seeks multimedia position to the timestamp associated with the current transcript line.

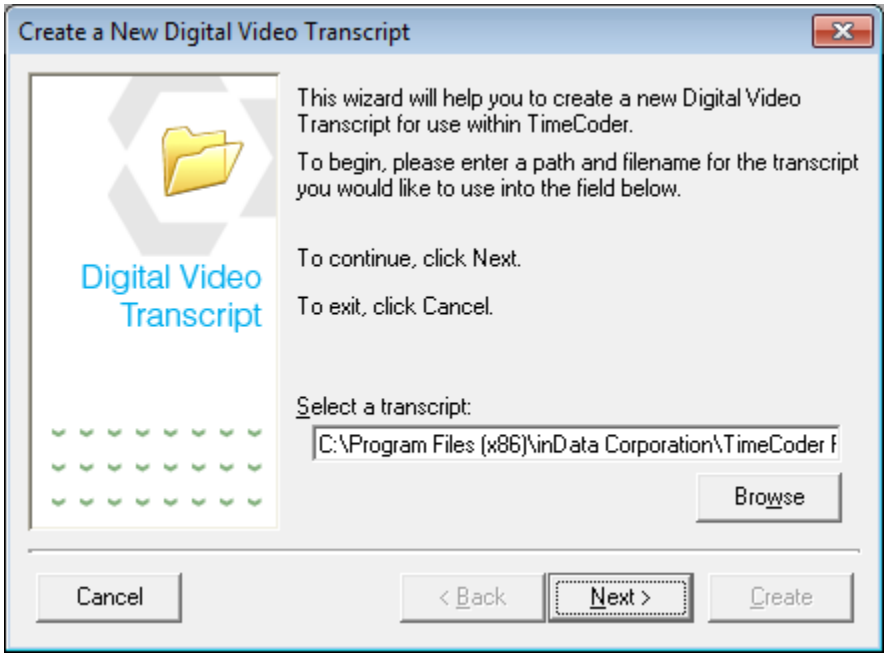
Working with Digital Video Transcripts

Creating a New DVT

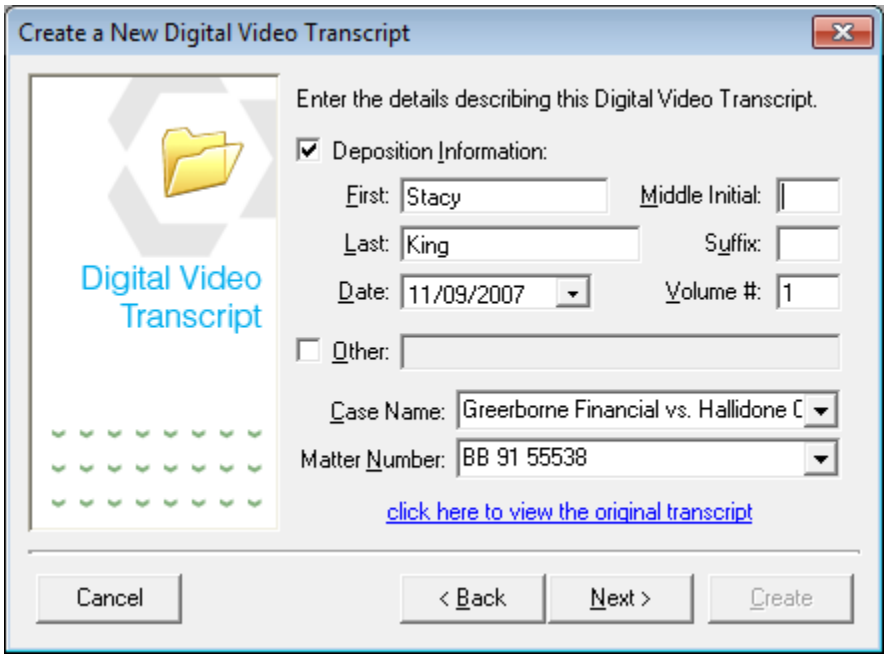
After your DVT data path has been established, it is time to create a new Digital Video Transcript. During the DVT creation process, the deposition transcript is processed into the DVT database. Optionally, you may process the associated Audio/Video reference files along with a pre-timecoded transcript.

To create a new DVT

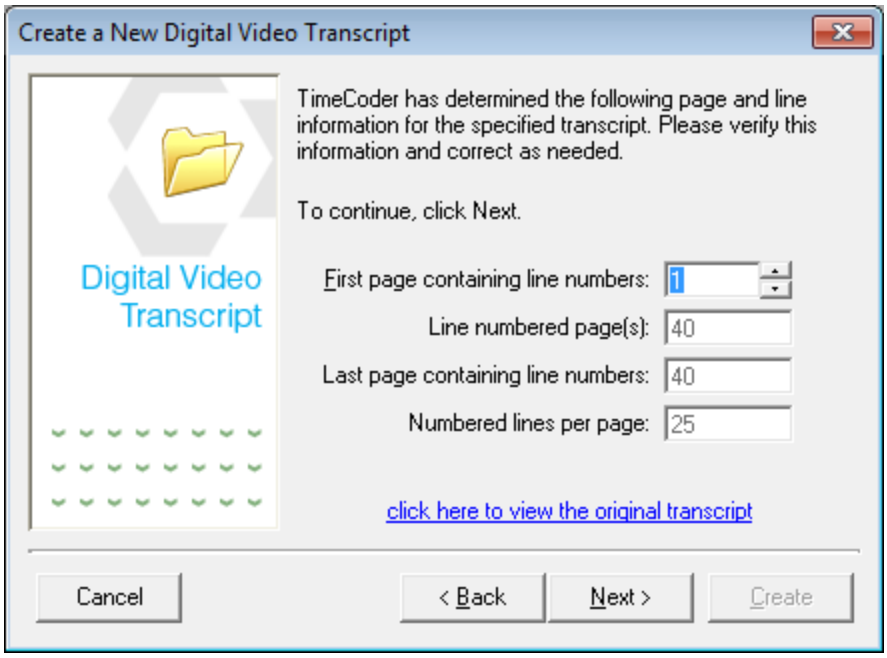
1. On the **File** menu, click **Create a New Digital Video Transcript** to open the wizard.


Create a New Digital Video Transcript
This wizard will help you to create a new Digital Video Transcript for use within TimeCoder.
To begin, please enter a path and filename for the transcript you would like to use into the field below.
To continue, click Next.
To exit, click Cancel.
Digital Video Transcript
Select a transcript:
C:\Program Files (x86)\inData Corporation\TimeCoder F
Browse
Cancel
< Back
Next >
Create

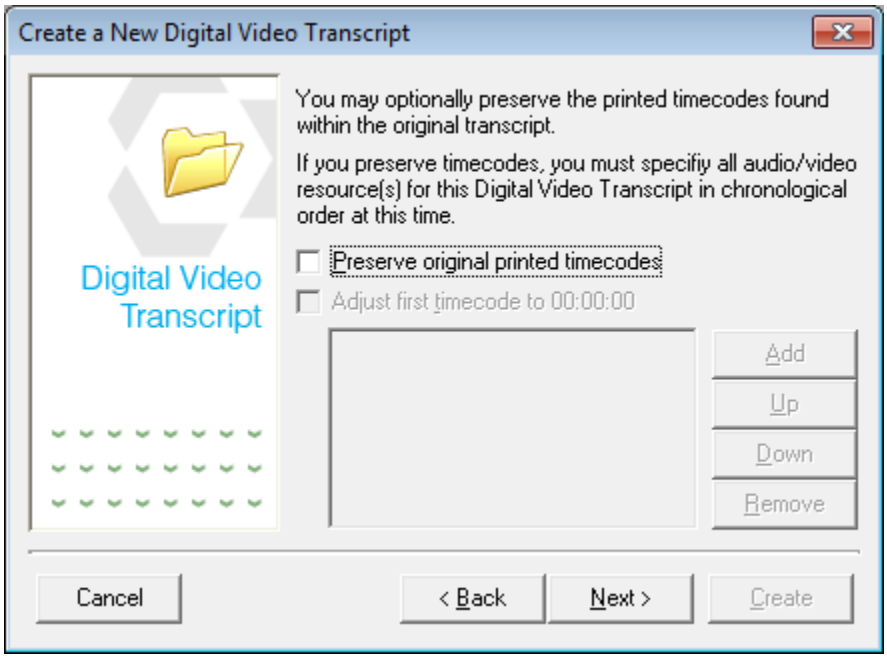
2. Click **Browse** to select the deposition transcript you want to use. Click **Next** to continue. The following screen will appear:



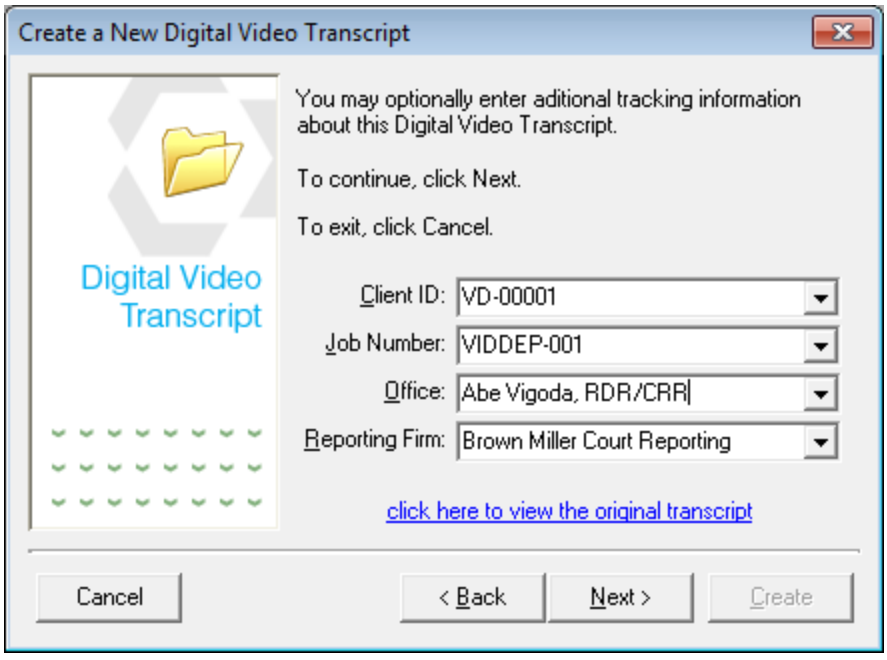
3. Enter the deponent information as shown in the screen above. If needed, use the Other field to include additional case or deposition information. Click the link if you want to view the actual transcript text file. Click **Next** to continue. The screen below will appear:


Create a New Digital Video Transcript
Digital Video Transcript
TimeCoder has determined the following page and line information for the specified transcript. Please verify this information and correct as needed.
To continue, click Next.
First page containing line numbers: 1
Line numbered page(s): 40
Last page containing line numbers: 40
Numbered lines per page: 25
click here to view the original transcript
Cancel
< Back
Next >
Create

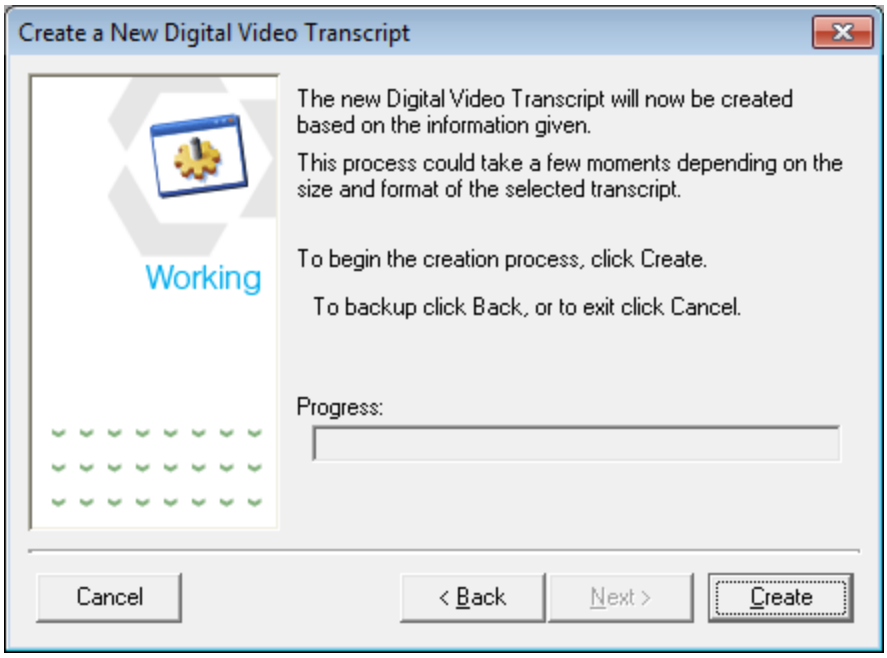
4. Confirm the page and line information for the transcript text file. Click the link if you want to view the actual transcript text file. Click **Next** to continue. The following screen will appear:


Create a New Digital Video Transcript
You may optionally preserve the printed timecodes found within the original transcript.
If you preserve timecodes, you must specifiy all audio/video resource(s) for this Digital Video Transcript in chronological order at this time.
Preserve original printed timecodes
Adjust first timecode to 00:00:00
Add
Up
Down
Remove
Digital Video Transcript
Cancel
< Back
Next >
Create

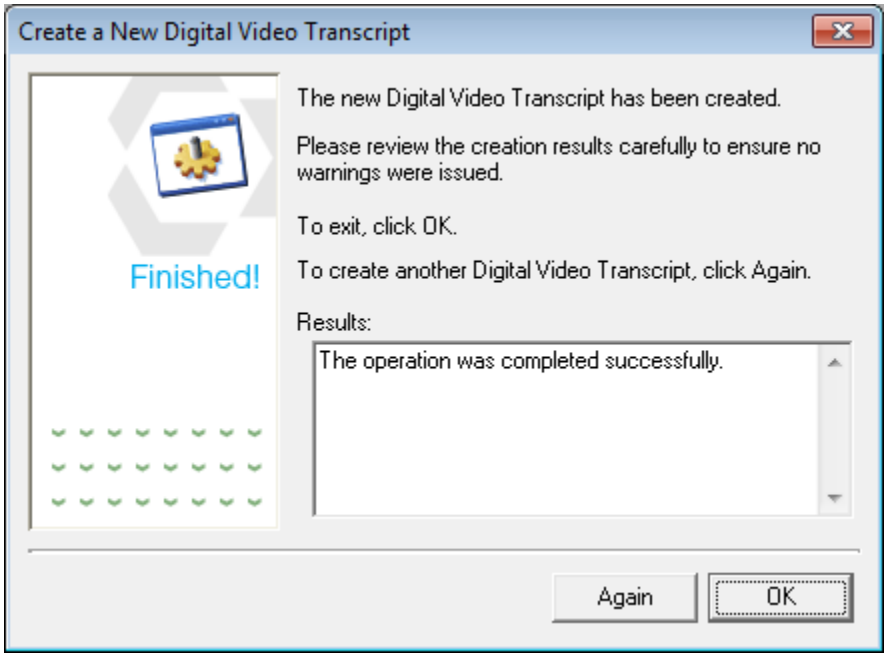
5. You have the option to preserve the original timecodes within a deposition transcript, if they exist. Click here to view the steps involved to preserve timecodes. If you want to import the transcript without timecodes, click **Next** to continue. The following screen will appear:


Create a New Digital Video Transcript
You may optionally enter aditional tracking information about this Digital Video Transcript.
To continue, click Next.
To exit, click Cancel.
Client ID: VD-00001
Job Number: VIDDEP-001
Office: Abe Vigoda, RDR/CRR
Reporting Firm: Brown Miller Court Reporting
click here to view the original transcript
Digital Video Transcript
Cancel
< Back
Next >
Create

6. To track additional information, enter or select the appropriate item for each field as shown above. Then, click **Next**.
7. Click **Create** to begin the DVT creation process.


Create a New Digital Video Transcript
Working
The new Digital Video Transcript will now be created based on the information given.
This process could take a few moments depending on the size and format of the selected transcript.
To begin the creation process, click Create.
To backup click Back, or to exit click Cancel.
Progress:
Cancel
< Back
Next >
Create

8. After the DVT has been created, the screen below is displayed so you can review the creation results.

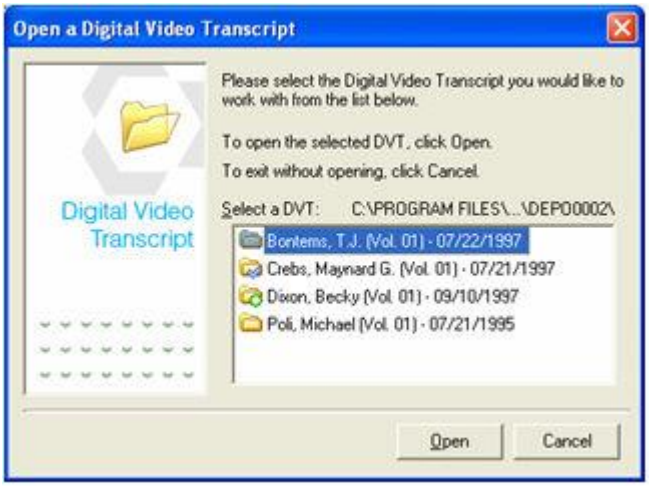

Create a New Digital Video Transcript
Finished!
The new Digital Video Transcript has been created.
Please review the creation results carefully to ensure no warnings were issued.
To exit, click OK.
To create another Digital Video Transcript, click Again.
Results:
The operation was completed successfully.
Again
OK

9. Click **OK** to open the newly created DVT, or click **Again** to create another DVT.

Opening an Existing DVT

After one or more Digital Video Transcripts have been created, they can be opened to timecode, QC, export or review.

1. To open an existing Digital Video Transcript, select **Open a Digital Video Transcript** from the **File** menu.


Open a Digital Video Transcript
Please select the Digital Video Transcript you would like to work with from the list below.
To open the selected DVT, click Open.
To exit without opening, click Cancel.
Digital Video Transcript
Select a DVT: C:\PROGRAM FILES\...\DEPO0002\
Bontems, T.J. (Vol. 01) - 07/22/1997
Crebs, Maynard G. (Vol. 01) - 07/21/1997
Dixon, Becky (Vol. 01) - 09/10/1997
Poli, Michael (Vol. 01) - 07/21/1995
Open
Cancel

2. Select the DVT you want to work with and click **Open**. The transcript will be loaded into TimeCoder Pro.

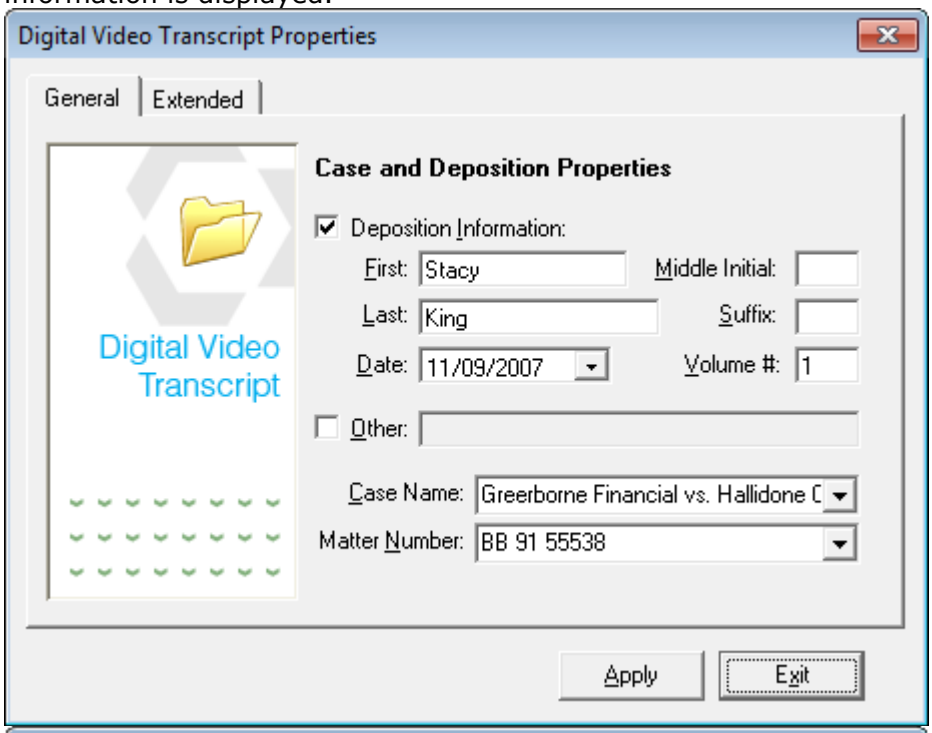
Note:

The Digital Video Transcripts listed are those located within the data path established within the TimeCoder Pro Options. If you do not see the DVT's you want to work with, select OPTIONS from the View menu to verify that the DVT data path is correct.

Editing DVT Information

Digital Video Transcript information that was established when the DVT was created can be edited. This information is tracked in TimeCoder Pro Administrator when the DVT is synchronized, which can be helpful for billing or other reporting purposes.

1. From the **View** menu, click **Digital Video Transcript Properties...**. When the Digital Video Transcript Properties dialog box appears, the existing deponent information is displayed.



Below is a list of fields that can be edited:

General

First Name	Deponent's first name
Middle Initial	Deponent's middle initial
Last Name	Deponent's last name
Suffix	Suffix appended to deponent's name. Examples: Jr., Sr., Esq.
Date	Deposition date. Click on the arrow next to the Date field to select the date from a calendar.
Volume #	Deposition volume number
Other	Additional information, such as court reporter or videographer.
Case Name	Name of the case the deposition applies to.
Matter Number	Matter number associated with the deposition.
Extended	
Client ID	The number or name your company uses for the client.
Job Number	A tracking number your company uses for this DVT.
Office	The office location responsible for this DVT.
Reporting Firm	Court reporting firm that provided the transcript of the deposition.

2. Edit the fields you want to change and click **Apply** to update the information.
3. Click **Exit** close the window.

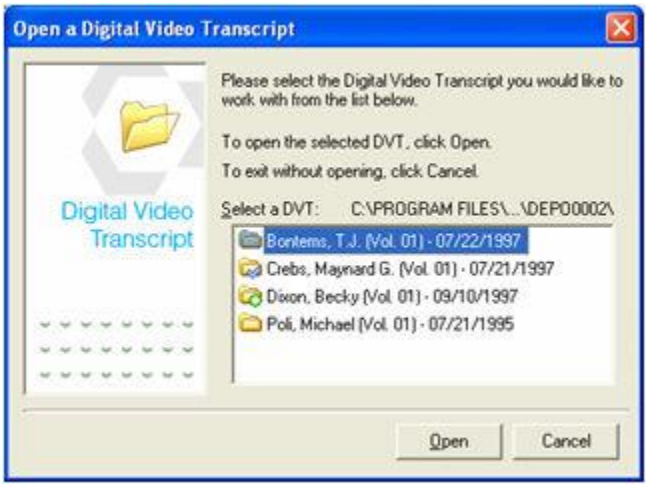
Managing DVTs

Topics:

Changing the Digital Video Transcript Data Path
Creating a New Digital Video Transcript
Preserving Existing Timecodes
Adding and Organizing Multimedia Resources
Removing Multimedia Resources
Replacing Multimedia Resources
Opening an Existing Digital Video Transcript
Removing a Digital Video Transcript
Editing Digital Video Transcript Information
Digital Video Transcript Status
Linking Exhibits to a Digital Video Transcript
Closing a Digital Video Transcript

DVT Status

Use the status of your Digital Video Transcripts to keep them organized. The status icons that are displayed next to the Digital Video Transcript in various windows throughout TimeCoder Pro allow you to quickly discern which DVT's need to be synchronized, which DVT's need to be QC checked, and which are ready for export.

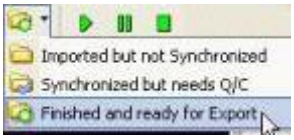

Open a Digital Video Transcript
Please select the Digital Video Transcript you would like to work with from the list below.
To open the selected DVT, click Open.
To exit without opening, click Cancel.
Digital Video Transcript
Select a DVT:
C:\PROGRAM FILES\...\DEPO0002\
Bontems, T.J. (Vol. 01) - 07/22/1997
Crebs, Maynard G. (Vol. 01) - 07/21/1997
Dixon, Becky (Vol. 01) - 09/10/1997
Poli, Michael (Vol. 01) - 07/21/1995
Open
Cancel

The following statuses are available:

Imported But Not Synchronized	This is the initial status of the Digital Video Transcript when it is created or imported. These Digital Video Transcripts still need to be synchronized.
Synchronized But Needs QC	This status is for Digital Video Transcripts that have been synchronized, either using AutoSync, RapidSync, or manual timecoding. These Digital Video Transcripts still need to be QC checked.
Finished and Ready for Export	This status is for Digital Video Transcripts that have been synchronized and QC checked. These Digital Video Transcripts are ready to be exported.

Changing the Status of a Digital Video Transcript

To change the status of a Digital Video Transcript, select the new status from the Status menu.

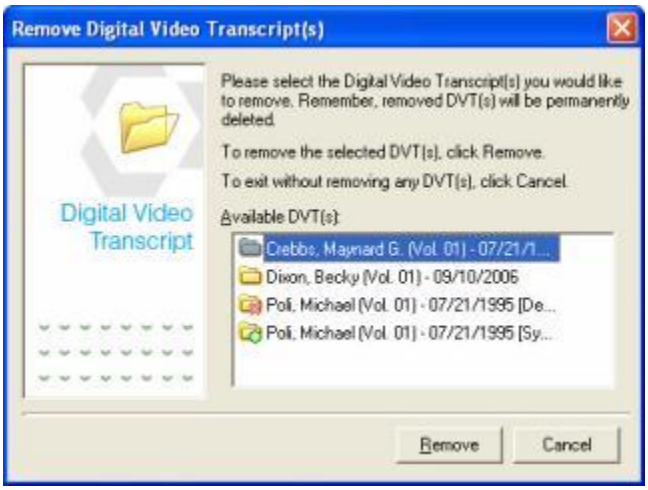


Removing a DVT

After a Digital Video Transcript (DVT) has been timecoded and exported to the desired formats, you may want to remove it from the list.

To remove a DVT

1. To remove a DVT from the list, select **Remove Digital Video Transcript(s)** from the **File** menu.


Remove Digital Video Transcript(s)
Please select the Digital Video Transcript(s) you would like to remove. Remember, removed DVT(s) will be permanently deleted.
To remove the selected DVT(s), click Remove.
To exit without removing any DVT(s), click Cancel.
Available DVT(s):
Digital Video Transcript
Crebbs, Maynard G. (Vol. 01) - 07/21/1...
Dixon, Becky (Vol. 01) - 09/10/2006
Poli, Michael (Vol. 01) - 07/21/1995 [De...
Poli, Michael (Vol. 01) - 07/21/1995 [Sy...
Remove
Cancel

2. Select the DVT(s) you would like to remove from the list of available Digital Video Transcripts. Use the CTRL key to select multiple DVT's.

   Note:

   Currently open DVT's cannot be removed and are displayed with a red X as shown above.

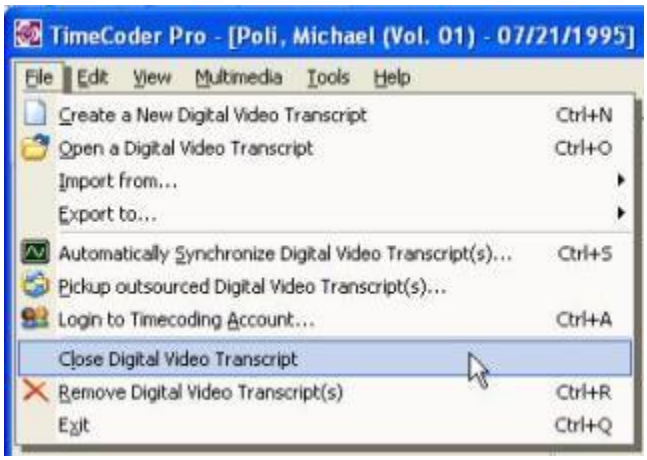
3. Click **Remove**.

Remove Digital Video Transcript(s)
You have selected the following Digital Video Transcripts(s) for removal.
- Crebbs, Maynard G. (Vol. 01) - 07/21/1997
This operation will be permanent and cannot be undone.
Are you sure you want to remove the selected Digital Video Transcripts(s)?
Yes
No

4. Click **Yes** to remove the DVT(s) or **No** to cancel the removal.

Closing a DVT

To close a DVT, select **Close Digital Video Transcript** from the **File** menu.



Preserving Existing Transcript TimeCodes

Topics:

Important Information About Transcript Timecodes
Preserving Transcript Timecodes

Important Information About Transcript Timecodes

During the Digital Video Transcript (DVT) creation process, users are given the option to preserve timecodes. This option is designed to preserve existing timecodes within the deposition transcript used during the DVT creation process. Timecodes are usually generated in a transcript by the court reporter using "real-time" steno software.

Below are some requirements of a transcript when preserving timecodes:

- Timecodes must exist on the left margin.
- Timecodes must be in SMPTE[1] format (HH:MM:SS). An example of this format is 01:23:10.
- Timecodes must not exceed 24 hours in duration.

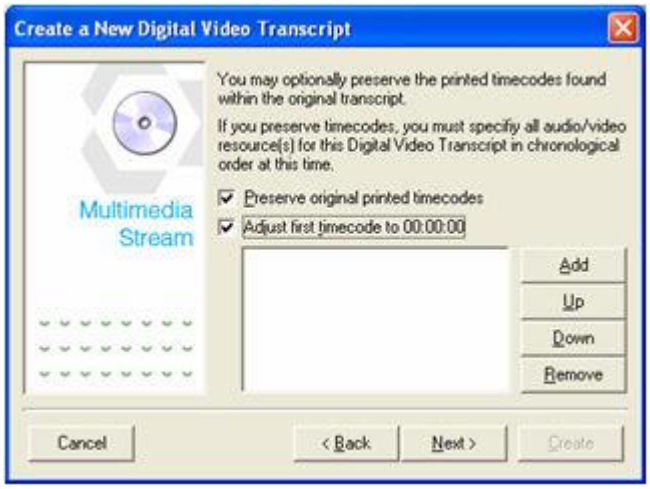
Note:

Timecodes may be in a linear format or time of day format, as long as they adhere to the SMPTE format.

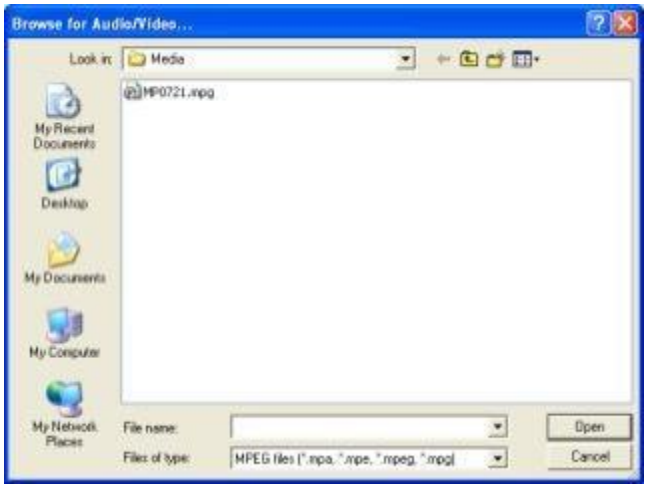
Preserving Transcript Timecodes During DVT Creation Process

Preserving timecodes is a multi-step process. Follow the steps below to preserve timecodes.

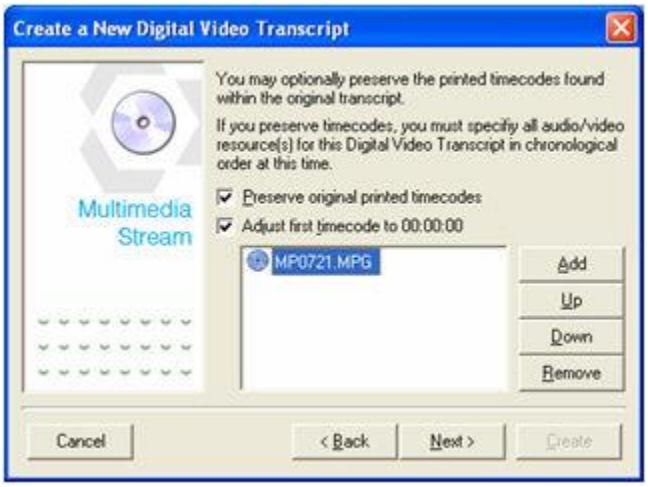
1. During the DVT creation process, the dialog below appears allowing one to preserve timecodes within the deposition transcript if desired. Check the "Preserve original printed timecodes" option, as shown below.


Create a New Digital Video Transcript
You may optionally preserve the printed timecodes found within the original transcript.
If you preserve timecodes, you must specify all audio/video resource(s) for this Digital Video Transcript in chronological order at this time.
Preserve original printed timecodes
Adjust first timecode to 00:00:00
Multimedia Stream
Add
Up
Down
Remove
Cancel
< Back
Next >
Create

2. Optionally, you can select the "Adjust first timecode to 00:00:00" option. This option will readjust timecodes to offset at 00:00:00 in order to list the timecodes in a linear fashion. If you wish to maintain timecodes in their original state (ex. time of day), you can clear this option. For best results, we recommend leaving this option selected.
3. Next, the associated audio/video resource(s) for the Digital Video Transcript must be added in chronological order. This process will determine the running time(s) of the audio/video resource(s), then match those resources against the timecodes within the deposition transcript. Click **Add** to begin adding the audio/video resources. The following window will appear:



4. Browse to the location of the first audio/resource file and select **Open** to add to the list. Repeat the process for any other additional audio/video reference files. When completed, the audio/video reference files will appear in the list as depicted below.

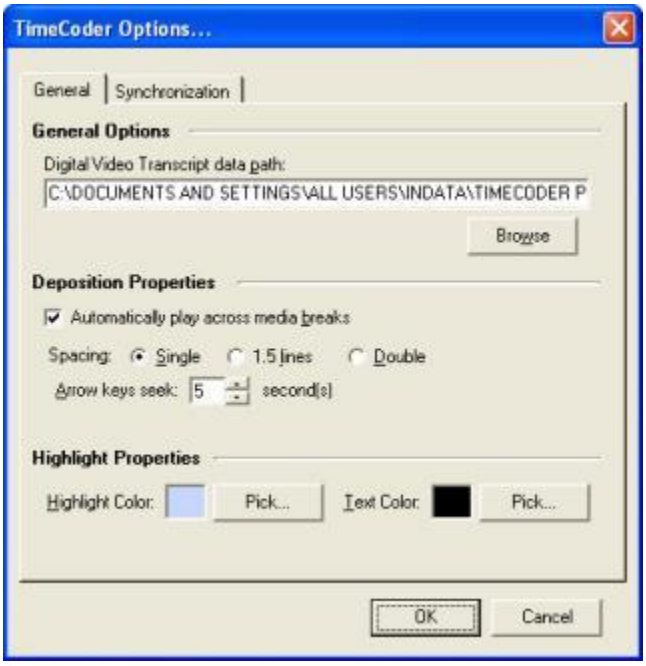

Create a New Digital Video Transcript
You may optionally preserve the printed timecodes found within the original transcript.
If you preserve timecodes, you must specify all audio/video resource(s) for this Digital Video Transcript in chronological order at this time.
Preserve original printed timecodes
Adjust first timecode to 00:00:00
Multimedia Stream
MP0721.MPG
Add
Up
Down
Remove
Cancel
< Back
Next >
Create

5. Click **Next** to continue through the process. After the DVT has been created, the timecodes will appear within the deposition transcript. Also, the associated audio/video reference files are available to review.
6. Check the synchronization of the DVT by playing back each of the associated audio/video references. Slide the seek bar (on the Multimedia Control Box) to various places within the reference file to make sure the playback is in synchronization with the timecoded transcript. You may have to adjust timecodes as necessary. After you have checked the DVT for proper synchronization, it can be exported.

Changing the DVT Data Path

A default data path for file storage is assigned when TimeCoder Pro is installed. You may want to set an alternate storage path if, for example, several TimeCoder Pro users share data. For instance, if you have a deposition transcript that has 3 separate video parts, a team of 3 TimeCoder Pro users can timestamp their own separate video portion of the transcript, completing the task in a more efficient manner.

1. To change the Digital Video Transcript data path, Select **Options...** from the **View** menu.



2. Next, click **Browse** to change the DVT data path. The following screen will appear:

3. Browse to the new path where you wish to store TimeCoder Digital Video Transcripts (DVT) and click **OK**. The new path will be updated and displayed on the TimeCoder Pro Options dialog.
4. Click **OK** to save your changes.

Note:

TimeCoder Pro will accept UNC network paths, if you need to store DVT data on your network.

Importing a Digital Video Transcript

Topics:

Importing a TrialDirector™ Case File (*.cms)
Importing LexisNexis® TextMap® Evidence Files (.xmef)
Importing LiveNote™ / VideoNote™ Files (*.ptf/*.vid)
Importing RealLegal™ E*Trancript™ Files (*.ptx)
Importing a Sanction II™ Transcript Database (*.mdb)
Importing Timaro™ Post-production Timestamps File (*.pts)
Importing TrialPro™ Post-production Timestamp File (*.pts)
Importing YesEdit™ CD-ROM with Sanction II Database File (*.mdb)

The TimeCoder Pro import features are especially useful for converting one timestamp file format to another. For example, a Sanction II™ transcript database (*.mdb) can be converted to a TrialDirector Case File (*.cms) via the TimeCoder Pro import/export features.

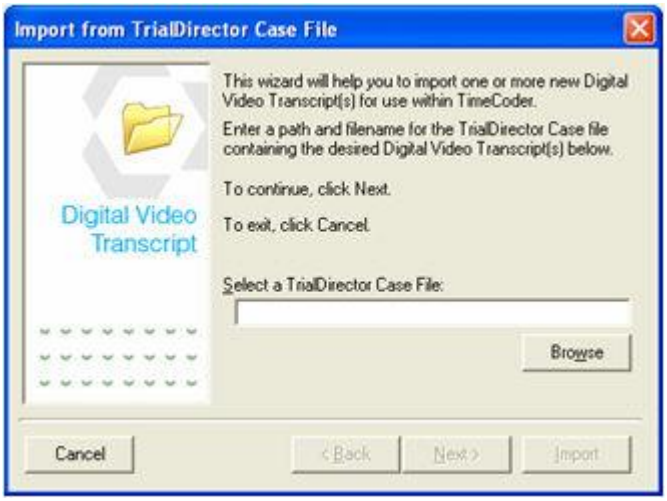
Importing a TrialDirector Case File

TimeCoder Pro can import existing *.cms files that may have been created in previous versions of TimeCoder, TrialDirector or DVTWizard. TimeCoder Pro users may want to import legacy *.cms files to correct timecodes, add/remove multimedia resource files, adjust timecodes etc. After the *.cms file is imported into TimeCoder Pro, it can even be exported to other formats.

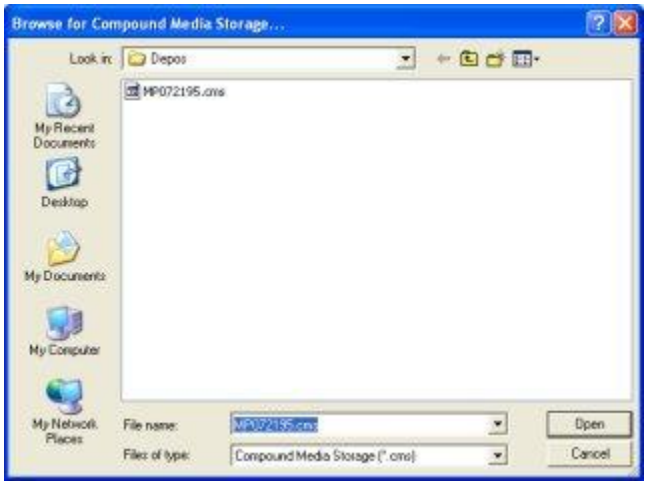
When a synchronized transcript is contained within a TrialDirector Case, we will need to import the corresponding *.cms file.

To import from a TrialDirector Case

1. Select **Import from... | TrialDirector Case file (*.cms)** from the **File** menu.

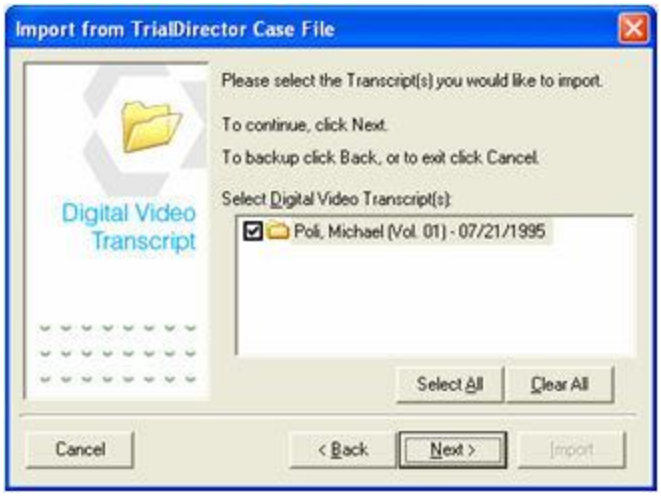

Import from TrialDirector Case File
This wizard will help you to import one or more new Digital Video Transcript(s) for use within TimeCoder.
Enter a path and filename for the TrialDirector Case file containing the desired Digital Video Transcript(s) below.
To continue, click Next.
To exit, click Cancel.
Digital Video Transcript
Select a TrialDirector Case File:
Browse
Cancel
< Back
Next >
Import

2. Enter a destination folder and filename for the *.CMS file, or click **Browse** to navigate to the desired folder and filename.
   a. If you click **Browse**, the following window appears:

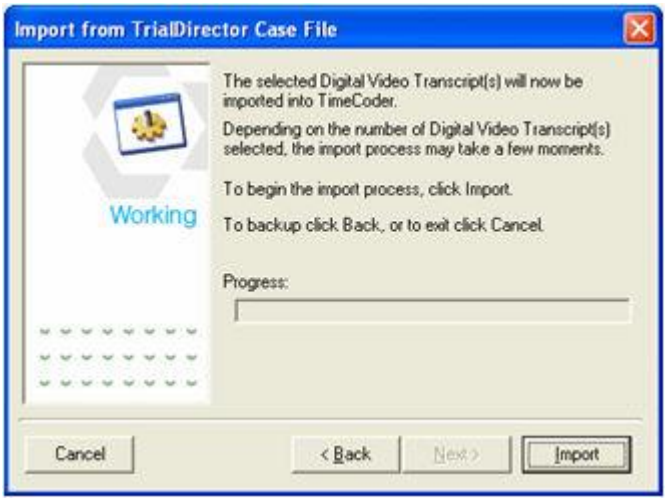


   b. Select the desired destination folder and *.CMS file and click **Open**.

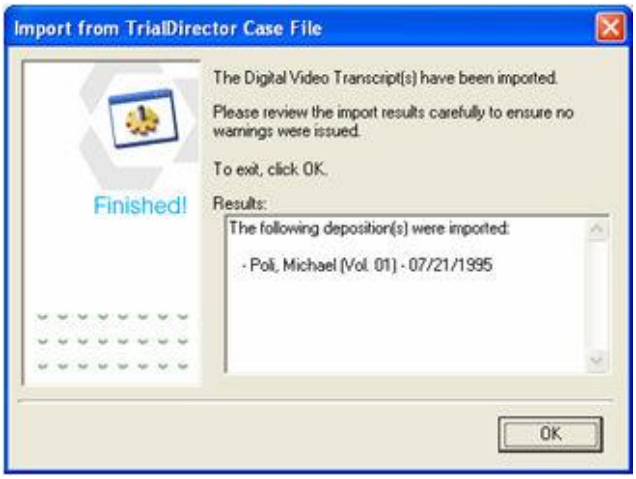
3. When the desired folder and filename are selected, click **Next**.


Import from TrialDirector Case File
Please select the Transcript(s) you would like to import.
To continue, click Next.
To backup click Back, or to exit click Cancel.
Select Digital Video Transcript(s):
Digital Video Transcript
Poli, Michael (Vol. 01) - 07/21/1995
Select All
Clear All
Cancel
< Back
Next >
Import

4. Select the Digital Video Transcript(s) you would like to import into the current case. Click **Select All** to import all Digital Video Transcripts or **Clear All** to clear all selections.
5. Click **Next** to continue.


Import from TrialDirector Case File
The selected Digital Video Transcript(s) will now be imported into TimeCoder.
Depending on the number of Digital Video Transcript(s) selected, the import process may take a few moments.
To begin the import process, click Import.
To backup click Back, or to exit click Cancel.
Working
Progress:
Cancel
< Back
Next >
Import

6. Click **Import** to begin the import process.


Import from TrialDirector Case File
The Digital Video Transcript(s) have been imported.
Please review the import results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
The following deposition(s) were imported:
- Poli, Michael (Vol. 01) - 07/21/1995
OK

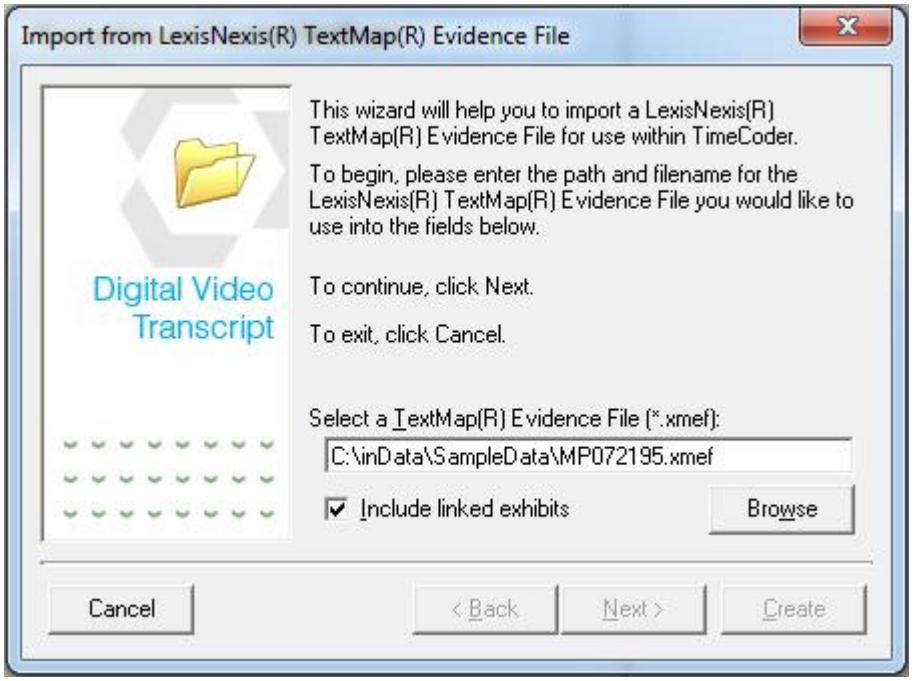
7. Review the import results carefully to ensure that no errors were encountered.
8. Click **OK** to complete the import process.

Importing LexisNexis TextMap Evidence Files

You can import LexisNexis® TextMap® Evidence files (.xmef) into TimeCoder Pro.

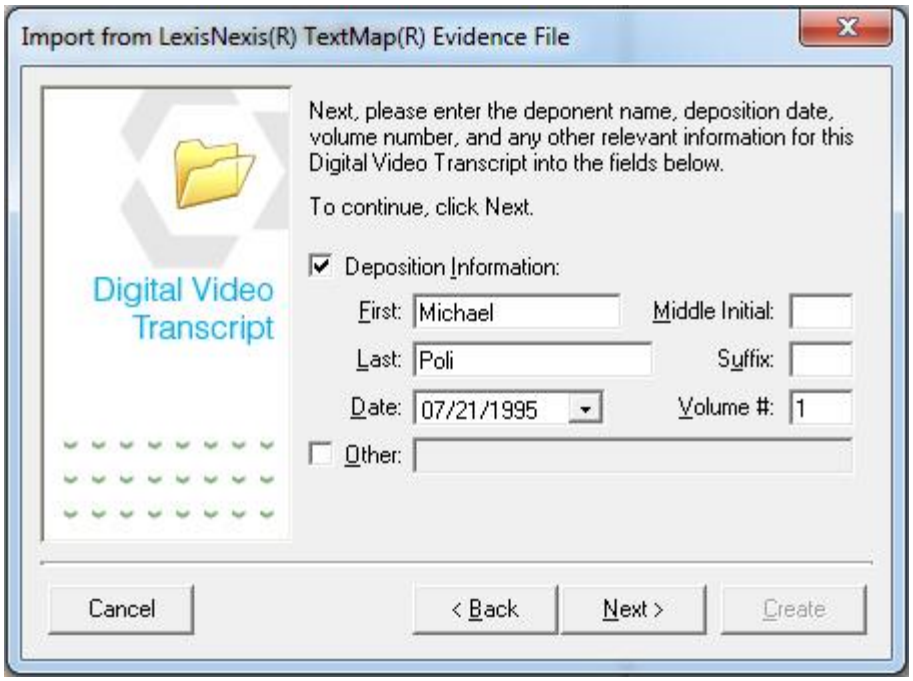
To import an evidence file

1. On the **File** menu, point to **Import from...**, then click **LexisNexis(R) TextMap(R) Evidence File (*.xmef)**.
2. Enter a destination folder and filename for the *.xmef file, or click **Browse** to navigate to the desired folder and filename.


Import from LexisNexis(R) TextMap(R) Evidence File
This wizard will help you to import a LexisNexis(R) TextMap(R) Evidence File for use within TimeCoder.
To begin, please enter the path and filename for the LexisNexis(R) TextMap(R) Evidence File you would like to use into the fields below.
To continue, click Next.
To exit, click Cancel.
Digital Video Transcript
Select a TextMap(R) Evidence File (*.xmef):
C:\inData\SampleData\MP072195.xmef
Include linked exhibits
Browse
Cancel
< Back
Next >
Create

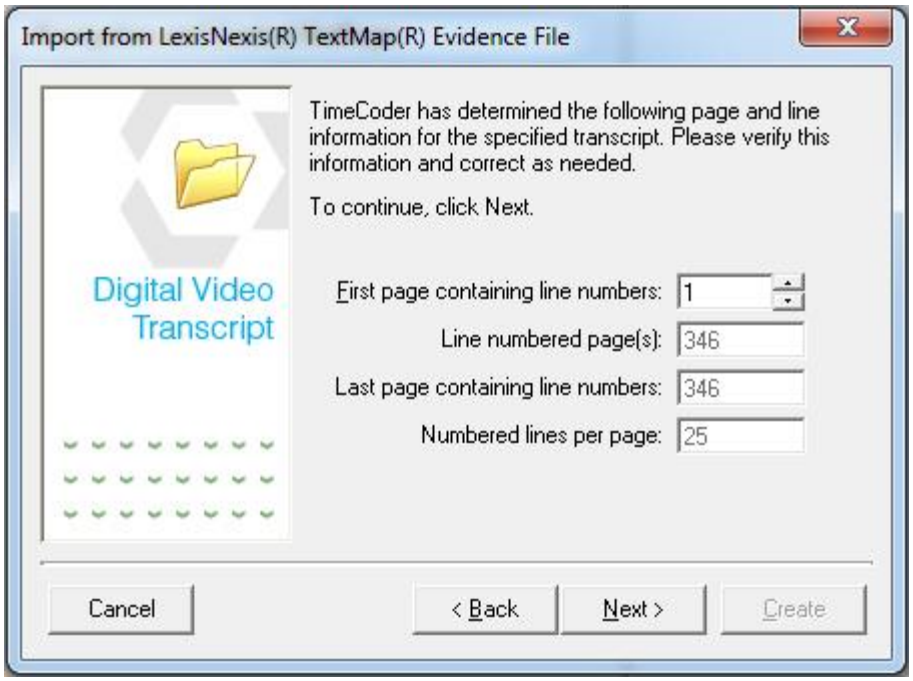
3. When the desired folder and filename are selected, click **Next**.

4. Verify the information for the deponent is correct and make changes as needed.

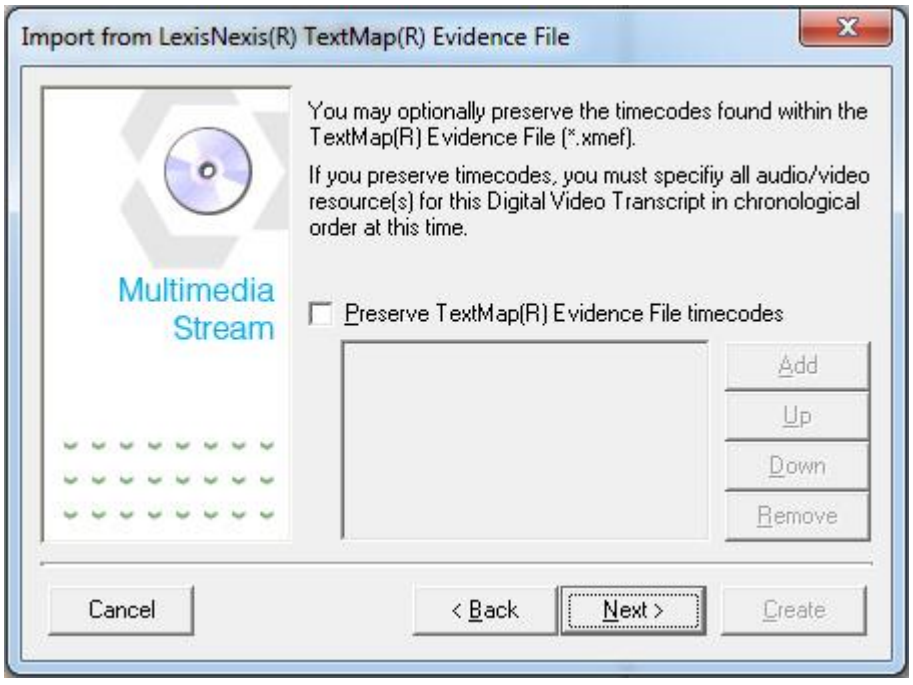


The Deposition Information or Other sections can be enabled or disabled by checking or removing the checkmark from their respective boxes; however, both cannot be disabled at the same time. If you choose to enable the Deposition Information, the First, Last, Date, and Volume # fields must be filled in. If you choose to enable Other, the text box must be filled in.

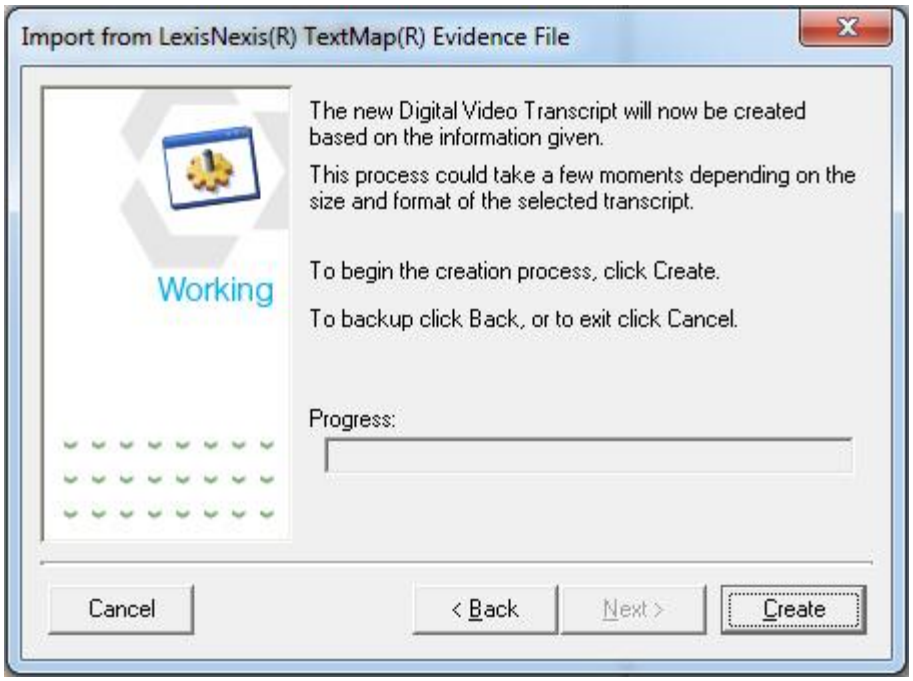
5. When you are finished entering information into the fields, click **Next**.
6. Verify the page and line information is correct. If the first page of the transcript that contains line numbers is a page other than 1, enter the correct page number or use the small arrow buttons to select the correct page number. Click **Next** to continue.


Import from LexisNexis(R) TextMap(R) Evidence File
TimeCoder has determined the following page and line information for the specified transcript. Please verify this information and correct as needed.
To continue, click Next.
Digital Video Transcript
First page containing line numbers: 1
Line numbered page(s): 346
Last page containing line numbers: 346
Numbered lines per page: 25
Cancel
< Back
Next >
Create

7. This screen will allow you to preserve timecodes that may appear in the original printed transcript. If you want to preserve timecodes, you must specify all audio/video resource(s) for this Digital Video Transcript in chronological order. Click here for instructions on preserving timecodes. Otherwise, click **Next**.


Import from LexisNexis(R) TextMap(R) Evidence File
You may optionally preserve the timecodes found within the TextMap(R) Evidence File (*.xmef).
If you preserve timecodes, you must specifiy all audio/video resource(s) for this Digital Video Transcript in chronological order at this time.
Multimedia Stream
Preserve TextMap(R) Evidence File timecodes
Add
Up
Down
Remove
Cancel
< Back
Next >
Create

8. To begin the import process, click **Create**.


Import from LexisNexis(R) TextMap(R) Evidence File
Working
The new Digital Video Transcript will now be created based on the information given.
This process could take a few moments depending on the size and format of the selected transcript.
To begin the creation process, click Create.
To backup click Back, or to exit click Cancel.
Progress:
Cancel
< Back
Next >
Create

9. Review the import results carefully to ensure that no errors were encountered. Then, click OK.
   The transcript will appear in TimeCoder Pro.

Importing LiveNote / VideoNote Files

When a synchronized transcript is imported from a LiveNote™ / VideoNote™ file, you will need to import the .ptf and .vid files that were created from the original application.

To import files from LiveNote / VideoNote

1. Select **Import from... | LiveNote™/ VideoNote™ files (*.ptf) (*.vid)** from the **File** menu.

Import from LiveNote(TM) / VideoNote(TM) files
This wizard will help you to import LiveNote(TM) and VideoNote(TM) files for use within TimeCoder.
To begin, please enter the path and filename for the LiveNote(TM) and VideoNote(TM) files you would like to use into the fields below.
To continue, click Next.
To exit, click Cancel.
Digital Video Transcript
Select a LiveNote(TM) transcript (*.ptf):
Browse
Select a VideoNote(TM) file (*.vid):
Browse
Cancel
< Back
Next >
Create

2. Enter a destination path and filename for the *.PTF file, or click **Browse** to navigate to the desired folder and filename.

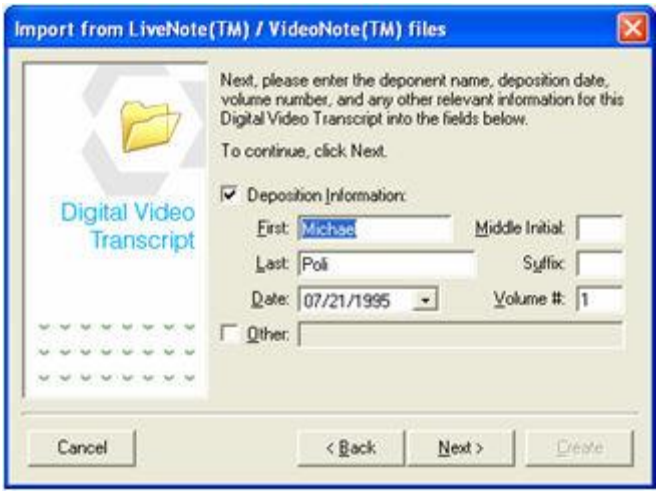
   Note:

   If the *.PTF and *.VID files reside in the same directory, selecting the *.PTF will select the associated *.VID file, as well.

   a. If you click **Browse** the following window appears:

   b. Select the desired destination folder and *.PTF file and click **Open**.

3. When the desired folder and filename are selected, click **Next**.

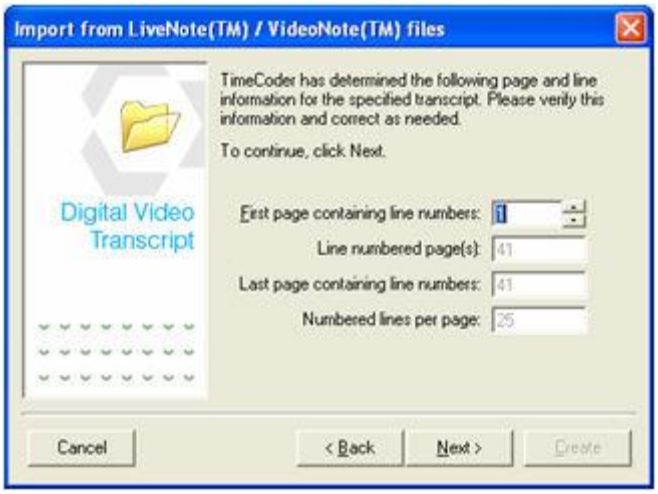


4. Enter the information for the deponent.

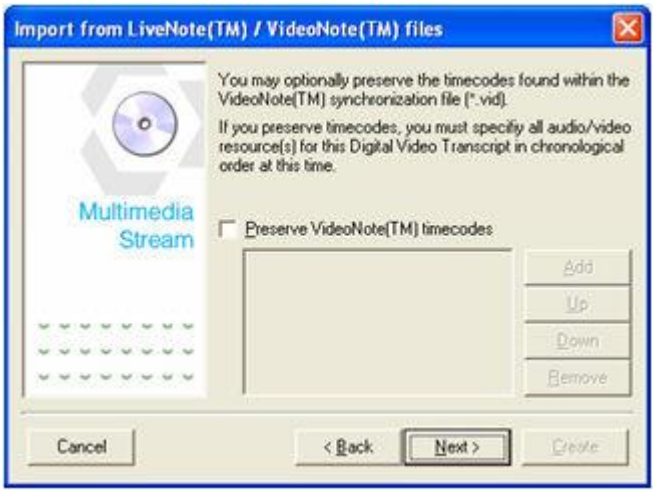
First Name	Deponent's first name
Middle Initial	Deponent's middle initial
Last Name	Deponent's last name
Suffix	Suffix appended to deponent's name. Examples: Jr., Sr., Esq.
Date	Deposition date
Volume #	Deposition volume number
Other	Additional information

The Deposition Information and Other Information can be enabled or disabled by checking or removing the checkmark from their respective boxes; however, both cannot be disabled at the same time. If you choose to enable the Deposition Information, the FIRST, LAST, DATE and VOLUME # fields must be filled in. If you choose to enable the Other Information, the OTHER field must be filled in.

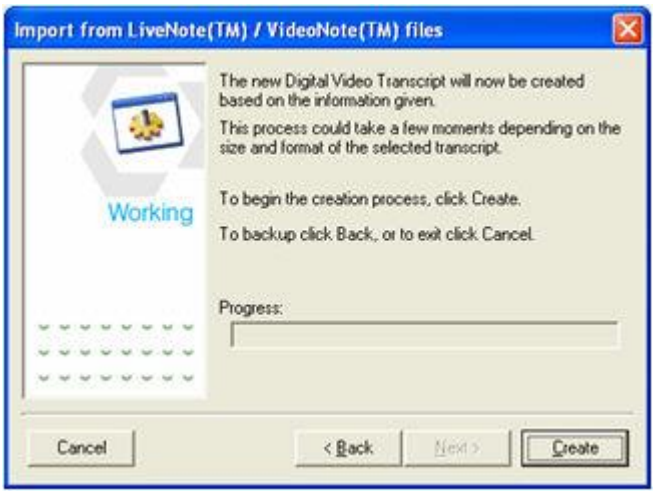
5. When you are finished entering information into the fields, click **Next**.


Import from LiveNote(TM) / VideoNote(TM) files
TimeCoder has determined the following page and line information for the specified transcript. Please verify this information and correct as needed.
To continue, click Next.
Digital Video Transcript
First page containing line numbers: 1
Line numbered page(s): 41
Last page containing line numbers: 41
Numbered lines per page: 25
Cancel
< Back
Next >
Create

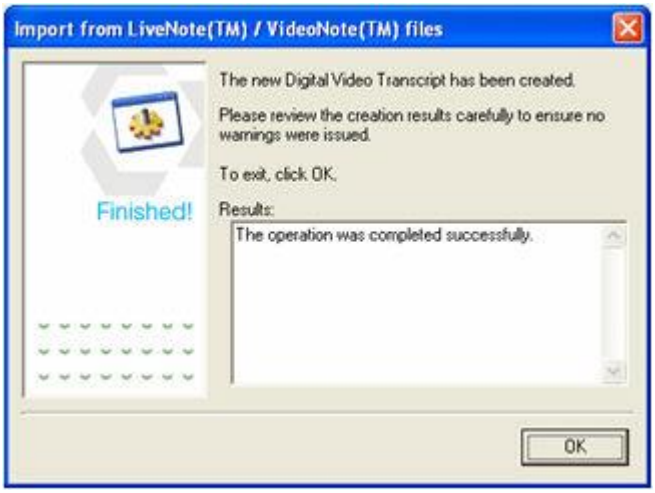
6. If the first page of the transcript that contains line numbers is a page other than one, enter the correct page number or use the small arrow buttons to select the correct page number.
7. Click **Next** to continue.


Import from LiveNote(TM) / VideoNote(TM) files
You may optionally preserve the timecodes found within the VideoNote(TM) synchronization file (*.vid).
If you preserve timecodes, you must specify all audio/video resource(s) for this Digital Video Transcript in chronological order at this time.
Multimedia Stream
Preserve VideoNote(TM) timecodes
Add
Up
Down
Remove
Cancel
< Back
Next >
Create

8. If you would like to preserve VideoNote™ timecodes, you must specify all multimedia resources associated with the VideoNote (*.vid) file in chronological order. Click here for instructions on preserving timecodes.
9. Click **Next** to continue.


Import from LiveNote(TM) / VideoNote(TM) files
The new Digital Video Transcript will now be created based on the information given.
This process could take a few moments depending on the size and format of the selected transcript.
Working
To begin the creation process, click Create.
To backup click Back, or to exit click Cancel.
Progress:
Cancel
< Back
Next >
Create

10. Click **Create** to begin the import process. When the progress bar reaches the end, the import is complete.


Import from LiveNote(TM) / VideoNote(TM) files
The new Digital Video Transcript has been created.
Please review the creation results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
The operation was completed successfully.
OK

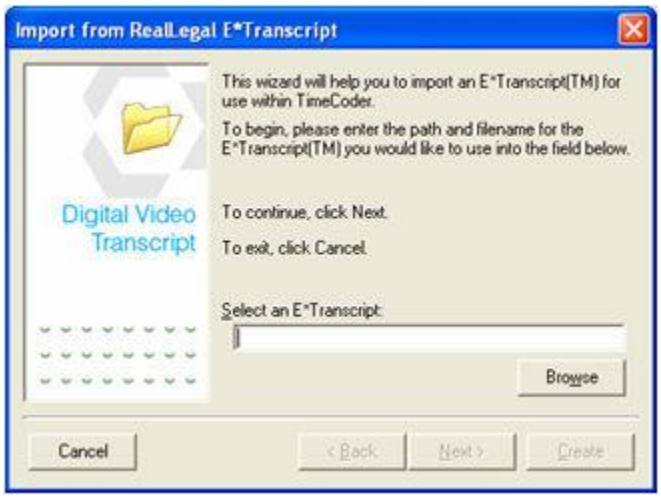
11. Review the import results carefully to ensure that no errors were encountered.
12. Then select **OK** to complete the import process.

Importing RealLegal E*Transcript Files

When a synchronized transcript is imported from a RealLegal™ E*Transcript™ file, you will need to import the .ptx file that was created in the original application.

To import files from RealLegal

1. Select **Import from... | RealLegal™ E*Transcript™ (*.ptx)** from the **File** menu.


Import from RealLegal E*Transcript
This wizard will help you to import an E*Transcript(TM) for use within TimeCoder.
To begin, please enter the path and filename for the E*Transcript(TM) you would like to use into the field below.
Digital Video Transcript
To continue, click Next.
To exit, click Cancel.
Select an E*Transcript:
Browse
Cancel
< Back
Next >
Create

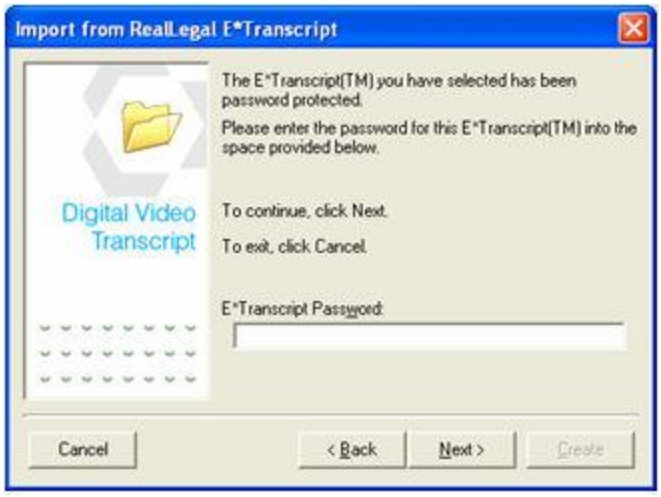
2. Enter a destination folder and filename for the *.PTX file, or click **Browse** to navigate to the desired folder and filename.
   a. If you click **Browse**, the following window appears:

   b. Select the desired destination folder and .PTX file and click **Open**.

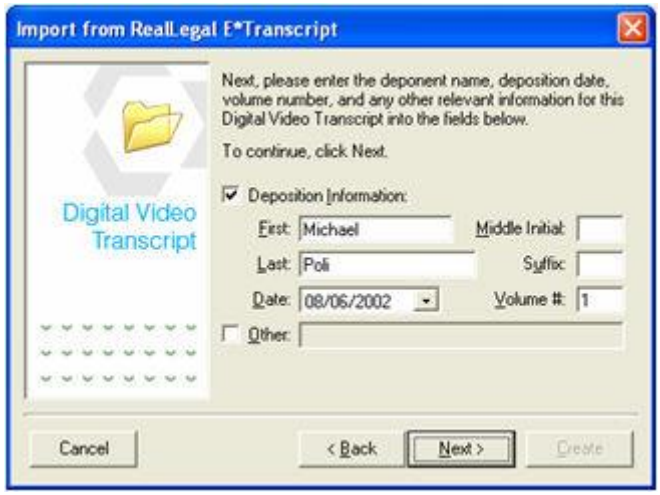
Note:

TimeCoder Pro can import either the .PTX or .EXE format of E*Transcript files.

3. When the desired folder and filename are selected, click **Next**.
4. If the selected .PTX/.EXE file requires a password, the following dialog will be displayed.


Import from RealLegal E*Transcript
The E*Transcript(TM) you have selected has been password protected.
Please enter the password for this E*Transcript(TM) into the space provided below.
Digital Video Transcript
To continue, click Next.
To exit, click Cancel.
E*Transcript Password:
Cancel
< Back
Next >
Create

5. Enter the required password and click **Next** to continue. The password is generated by the authoring entity of the E*Transcript file. If the password cannot be obtained, the file cannot be imported. You will have to contact the author of the E*Transcript file to obtain the password.

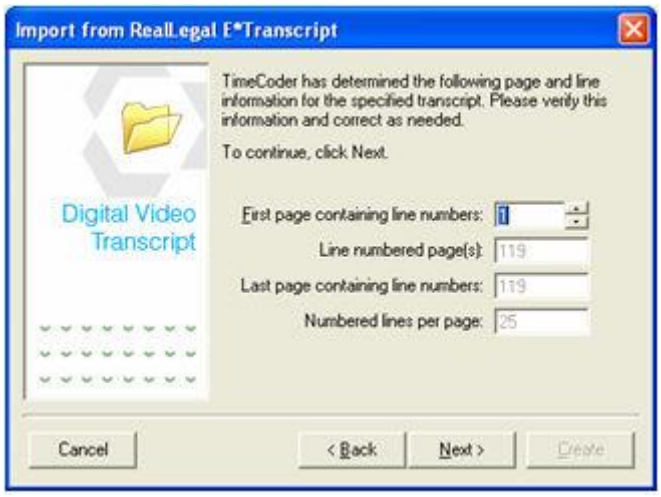


6. Enter the information for the deponent.

First Name	Deponent's first name
Middle Initial	Deponent's middle initial
Last Name	Deponent's last name
Suffix	Suffix appended to deponent's name. Examples: Jr., Sr., Esq.
Date	Deposition date
Volume #	Deposition volume number
Other	Additional information

The Deposition Information and Other Information can be enabled or disabled by checking or removing the checkmark from their respective boxes; however, both cannot be disabled at the same time. If you choose to enable the Deposition Information, the FIRST, LAST, DATE and VOLUME # fields must be filled in. If you choose to enable the Other Information, the OTHER field must be filled in.

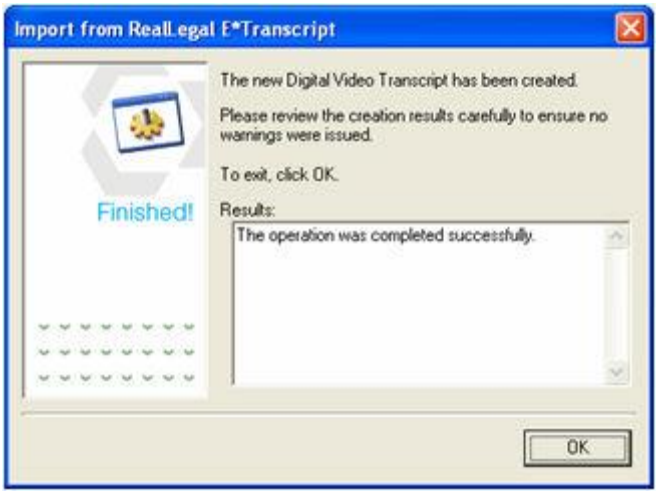
7. When you are finished entering information into the fields, click **Next**.


Import from RealLegal E*Transcript
TimeCoder has determined the following page and line information for the specified transcript. Please verify this information and correct as needed.
To continue, click Next.
Digital Video Transcript
First page containing line numbers: 1
Line numbered page(s): 119
Last page containing line numbers: 119
Numbered lines per page: 25
Cancel
< Back
Next >
Create

8. If the first page of the transcript that contains line numbers is a page other than one, enter the correct page number or use the small arrow buttons to select the correct page number.
9. Click **Next** to continue.

Import from RealLegal E*Transcript
The new Digital Video Transcript will now be created based on the information given.
This process could take a few moments depending on the size and format of the selected transcript.
Working
To begin the creation process, click Create.
To backup click Back, or to exit click Cancel.
Progress:
Cancel
< Back
Next >
Create

10. This window indicates that you are ready to import the DVT. Click **Create** to begin the import process.


Import from RealLegal E*Transcript
The new Digital Video Transcript has been created.
Please review the creation results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
The operation was completed successfully.
OK

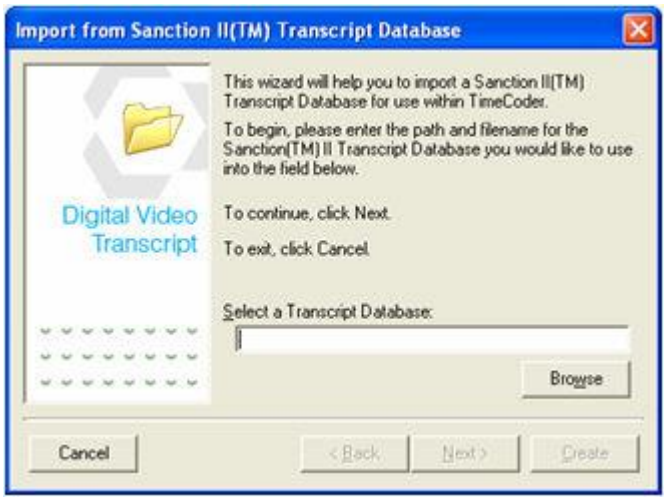
11. Review the import results carefully to ensure that no errors were encountered.
12. Select **OK** to complete the import process.

Importing a Sanction II™ Transcript Database

When a synchronized transcript database is created within the Sanction™ II application, the corresponding *.mdb file can be imported into TimeCoder Pro.

To import from a Sanction II™ Transcript Database file

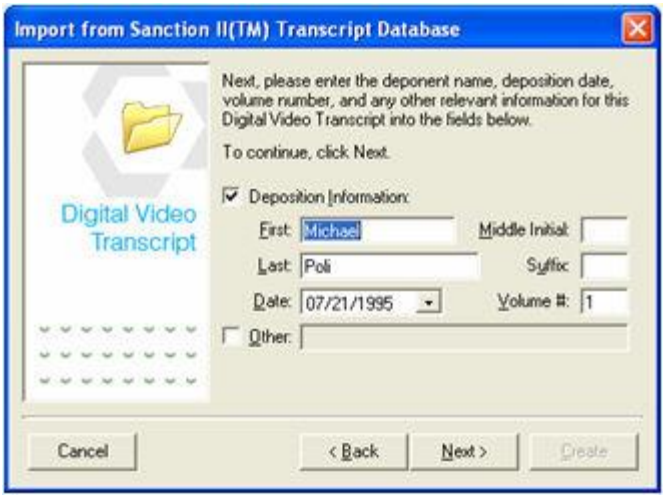
1. Select **Import From... | Sanction™ II Transcript Database (*.mdb)** from the **File** menu.


Import from Sanction II(TM) Transcript Database
This wizard will help you to import a Sanction II(TM) Transcript Database for use within TimeCoder.
To begin, please enter the path and filename for the Sanction(TM) II Transcript Database you would like to use into the field below.
To continue, click Next.
To exit, click Cancel.
Digital Video Transcript
Select a Transcript Database:
Browse
Cancel
< Back
Next >
Create

2. Enter a destination folder and filename for the *.MDB file, or click **Browse** to navigate to the desired folder and filename.
   a. If you click **Browse**, the following window appears:

   b. Select the desired destination folder and .MDB file and click **Open**.

3. When the desired folder and filename are selected, click **Next**.

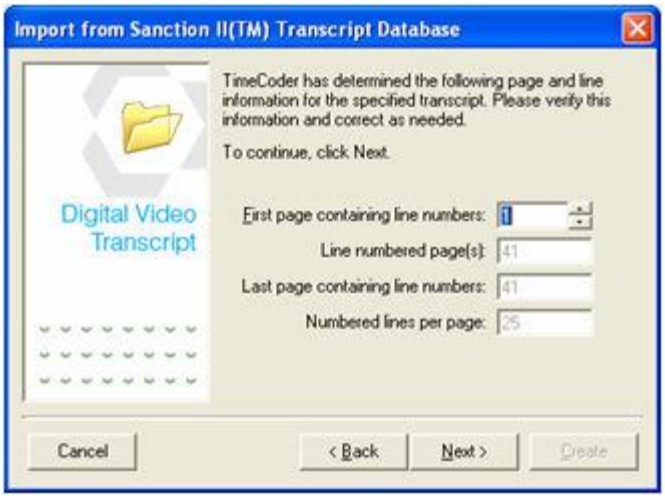


4. Enter the information for the deponent.

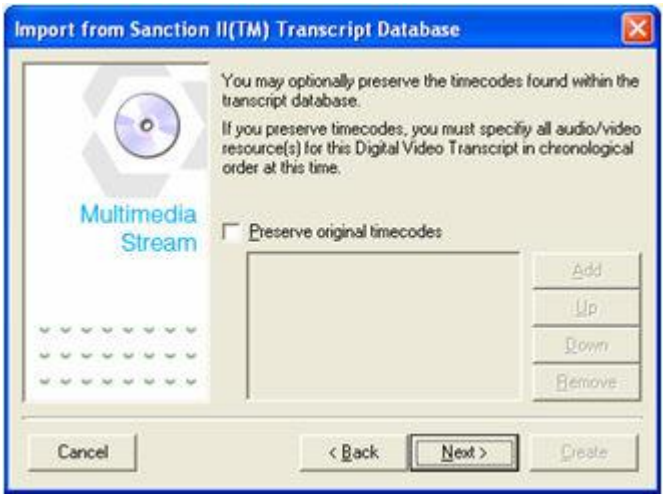
First Name	Deponent's first name
Middle Initial	Deponent's middle initial
Last Name	Deponent's last name
Suffix	Suffix appended to deponent's name. Examples: Jr., Sr., Esq.
Date	Deposition date
Volume #	Deposition volume number
Other	Additional information

The Deposition Information and Other Information can be enabled or disabled by checking or removing the checkmark from their respective boxes; however, both cannot be disabled at the same time. If you choose to enable the Deposition Information, the FIRST, LAST, DATE and VOLUME # fields must be filled in. If you choose to enable the Other Information, the OTHER field must be filled in.

5. When you are finished entering information into the fields, click **Next**.

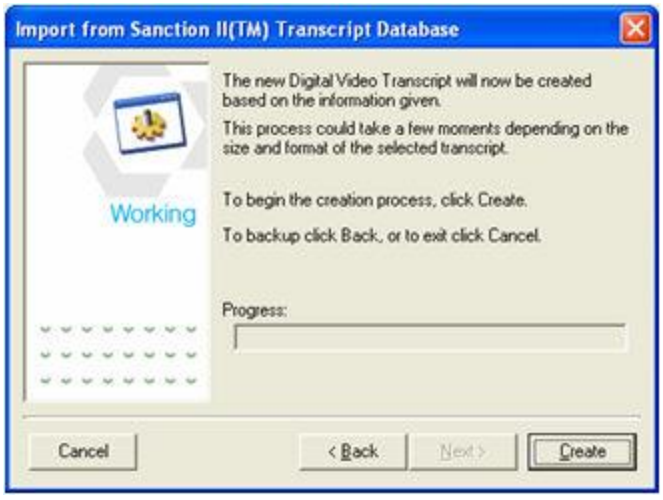

Import from Sanction II(TM) Transcript Database
TimeCoder has determined the following page and line information for the specified transcript. Please verify this information and correct as needed.
To continue, click Next.
Digital Video Transcript
First page containing line numbers: 1
Line numbered page(s): 41
Last page containing line numbers: 41
Numbered lines per page: 25
Cancel
< Back
Next >
Create

6. If the first page of the transcript that contains line numbers is a page other than one, enter the correct page number or use the small arrow buttons to select the correct page number.
7. Click **Next** to continue.

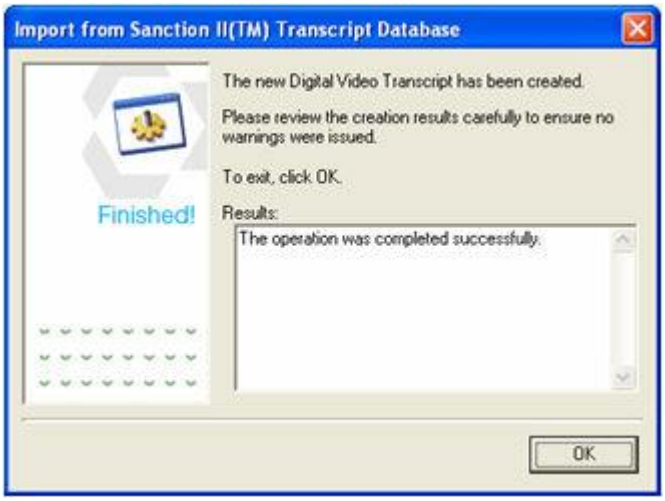

Import from Sanction II(TM) Transcript Database
You may optionally preserve the timecodes found within the transcript database.
If you preserve timecodes, you must specify all audio/video resource(s) for this Digital Video Transcript in chronological order at this time.
Multimedia Stream
Preserve original timecodes
Add
Up
Down
Remove
Cancel
< Back
Next >
Create

This window will allow you to preserve timecodes which may appear in the original printed transcript. If you want to preserve timecodes, you must specify all audio/video resource(s) for this Digital Video Transcript in chronological order. Click here for instructions on preserving timecodes.

8. If you choose not to preserve original printed timecodes, select **Next** to continue.


Import from Sanction II(TM) Transcript Database
The new Digital Video Transcript will now be created based on the information given.
This process could take a few moments depending on the size and format of the selected transcript.
Working
To begin the creation process, click Create.
To backup click Back, or to exit click Cancel.
Progress:
Cancel
< Back
Next >
Create

9. This window indicates that you are ready to import the DVT. Click **Create** to begin the import process.


Import from Sanction II(TM) Transcript Database
The new Digital Video Transcript has been created.
Please review the creation results carefully to ensure no warnings were issued.
Finished!
To exit, click OK.
Results:
The operation was completed successfully.
OK

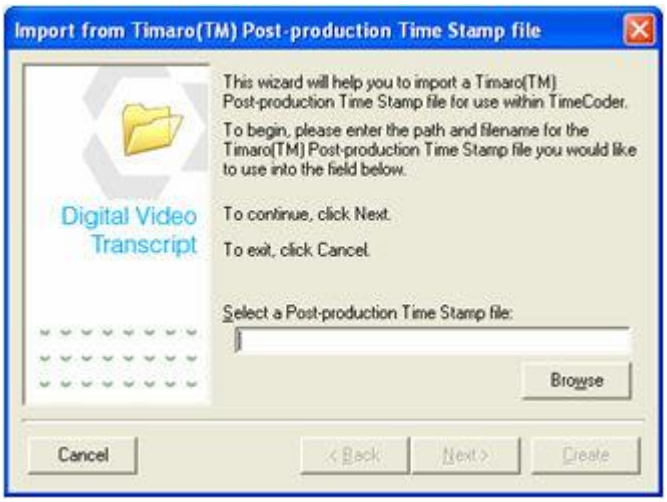
10. Review the import results carefully to ensure that no errors were encountered.
11. Then select **OK** to complete the import process.

Importing Timaro Timestamp Files

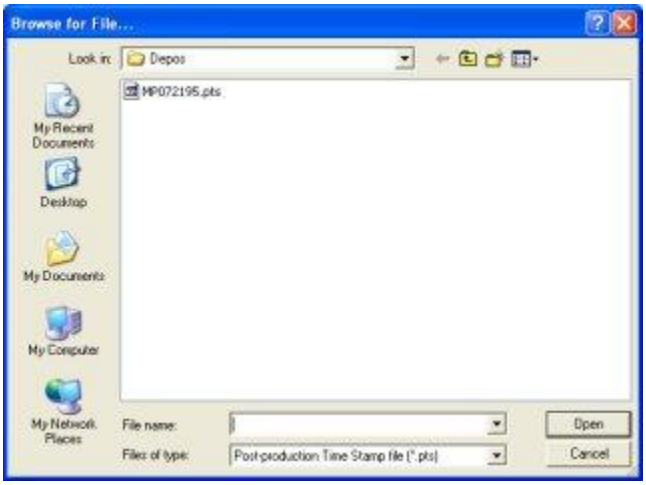
When a synchronized transcript is imported from a Timaro™ Post-production Time Stamp file, you will need to import the .pts file that was created in the original application.

To import files from Timaro

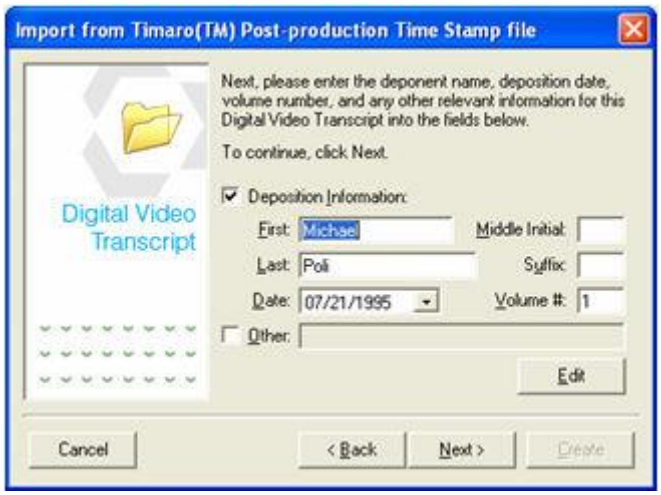
1. Select **Import from... | Timaro Post-production Time Stamp file (*.pts)** from the **File** menu.


Import from Timaro(TM) Post-production Time Stamp file
This wizard will help you to import a Timaro(TM) Post-production Time Stamp file for use within TimeCoder.
To begin, please enter the path and filename for the Timaro(TM) Post-production Time Stamp file you would like to use into the field below.
To continue, click Next.
To exit, click Cancel.
Digital Video Transcript
Select a Post-production Time Stamp file:
Browse
Cancel
< Back
Next >
Create

2. Enter a destination folder and filename for the *.PTS file, or click **Browse** to navigate to the desired folder and filename.
   a. If you click **Browse**, the following window appears:



   b. Select the desired destination folder and .PTS file and click **Open**.
3. When the desired folder and filename are selected, click **Next**.

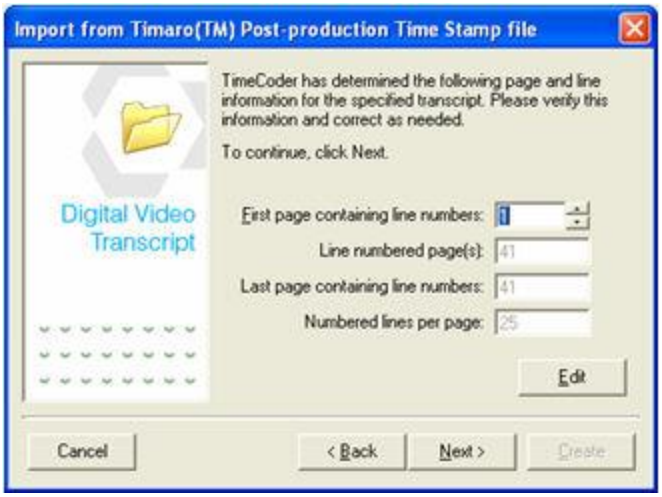


4. Enter the information for the deponent.

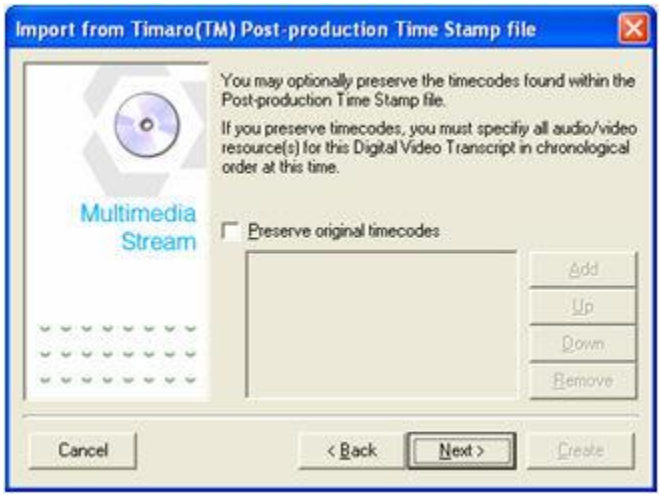
First Name	Deponent's first name
Middle Initial	Deponent's middle initial
Last Name	Deponent's last name
Suffix	Suffix appended to deponent's name. Examples: Jr., Sr., Esq.
Date	Deposition date
Volume #	Deposition volume number
Other	Additional information

The Deposition Information and Other Information can be enabled or disabled by checking or removing the checkmark from their respective boxes; however, both cannot be disabled at the same time. If you choose to enable the Deposition Information, the FIRST, LAST, DATE and VOLUME # fields must be filled in. If you choose to enable the Other Information, the OTHER field must be filled in.

5. When you are finished entering information into the fields, click **Next**.

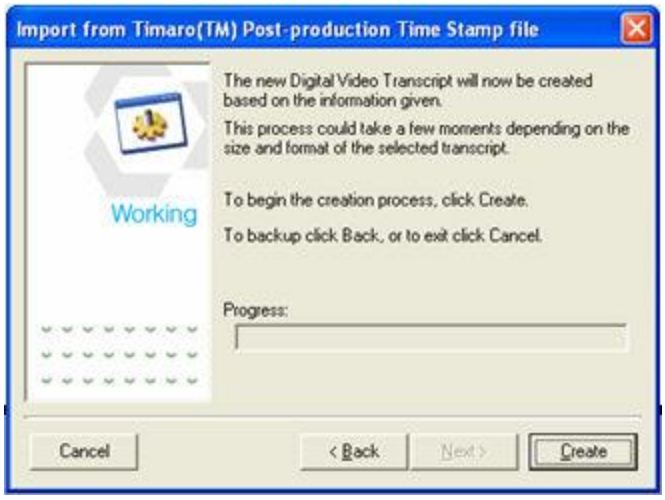

Import from Timaro(TM) Post-production Time Stamp file
TimeCoder has determined the following page and line information for the specified transcript. Please verify this information and correct as needed.
To continue, click Next.
Digital Video Transcript
First page containing line numbers: 1
Line numbered page(s): 41
Last page containing line numbers: 41
Numbered lines per page: 25
Edit
Cancel
< Back
Next >
Create

6. If the first page of the transcript that contains line numbers is a page other than one, enter the correct page number or use the small arrow buttons to select the correct page number.
7. Click **Next** to continue.

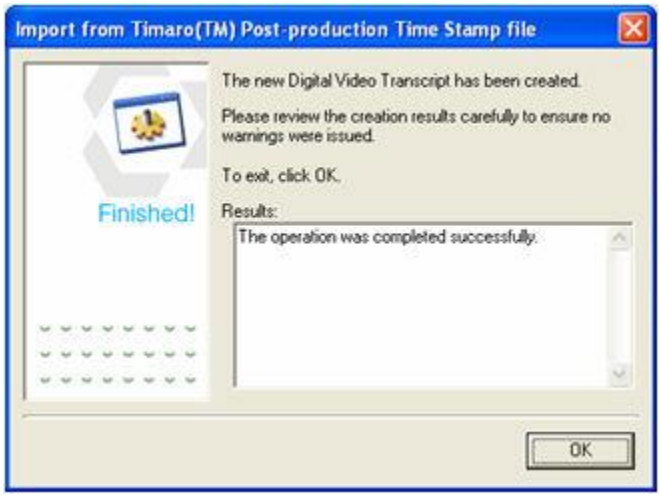

Import from Timaro(TM) Post-production Time Stamp file
You may optionally preserve the timecodes found within the Post-production Time Stamp file.
If you preserve timecodes, you must specify all audio/video resource(s) for this Digital Video Transcript in chronological order at this time.
Multimedia Stream
Preserve original timecodes
Add
Up
Down
Remove
Cancel
< Back
Next >
Create

This window will allow you to preserve timecodes which may appear in the original printed transcript. If you want to preserve timecodes, you must specify all audio/video resource(s) for this Digital Video Transcript in chronological order. Click here for instructions on preserving timecodes.

8. If you choose not to preserve original printed timecodes, select **Next** to continue.


Import from Timaro(TM) Post-production Time Stamp file
The new Digital Video Transcript will now be created based on the information given.
This process could take a few moments depending on the size and format of the selected transcript.
Working
To begin the creation process, click Create.
To backup click Back, or to exit click Cancel.
Progress:
Cancel
< Back
Next >
Create

9. This window indicates that you are ready to import the DVT. Click **Create** to begin the import process.


Import from Timaro(TM) Post-production Time Stamp file
The new Digital Video Transcript has been created.
Please review the creation results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
The operation was completed successfully.
OK

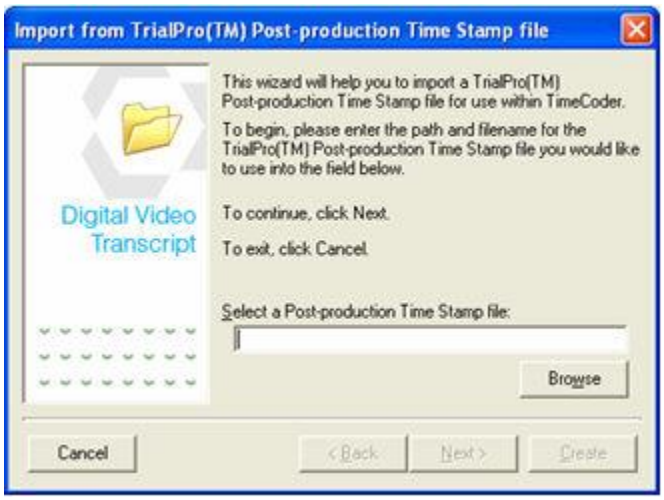
10. Review the import results carefully to ensure that no errors were encountered.
11. Then select **OK** to complete the import process.

Importing TrialPro Timestamp Files

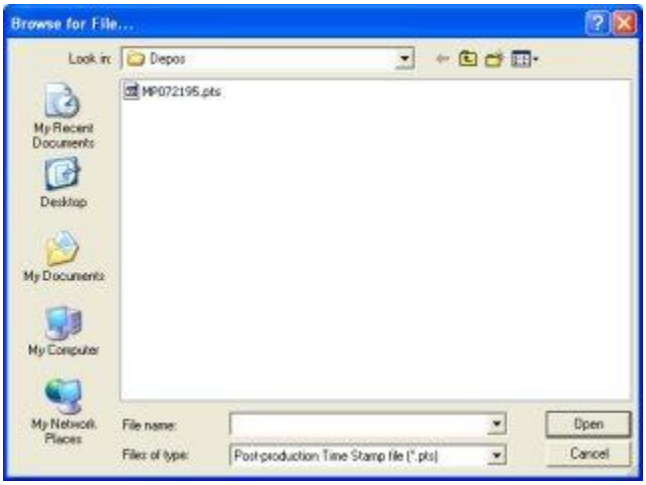
When a synchronized transcript is imported from a TrialPro™ Post-production Time Stamp file, you will need to import the .pts file that was created in the original application.

To import files from TrialPro

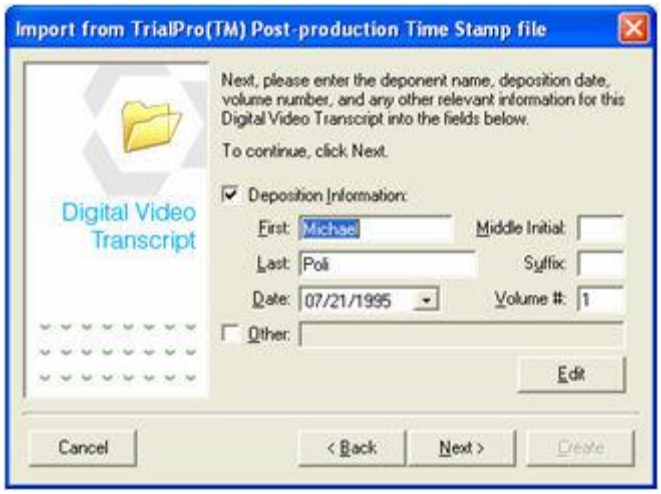
1. Select **Import from... | TrialPro Post-production Time Stamp file (*.pts)** from the **File** menu. The following window appears:


Import from TrialPro(TM) Post-production Time Stamp file
This wizard will help you to import a TrialPro(TM) Post-production Time Stamp file for use within TimeCoder.
To begin, please enter the path and filename for the TrialPro(TM) Post-production Time Stamp file you would like to use into the field below.
To continue, click Next.
To exit, click Cancel.
Digital Video Transcript
Select a Post-production Time Stamp file:
Browse
Cancel
< Back
Next >
Create

2. Enter a destination folder and filename for the *.PTS file, or click **Browse** to navigate to the desired folder and filename.
   a. If you click **Browse**, the following window appears:



   b. Select the desired destination folder and .PTS file and click **Open**.
3. When the desired folder and filename are selected, click **Next**.

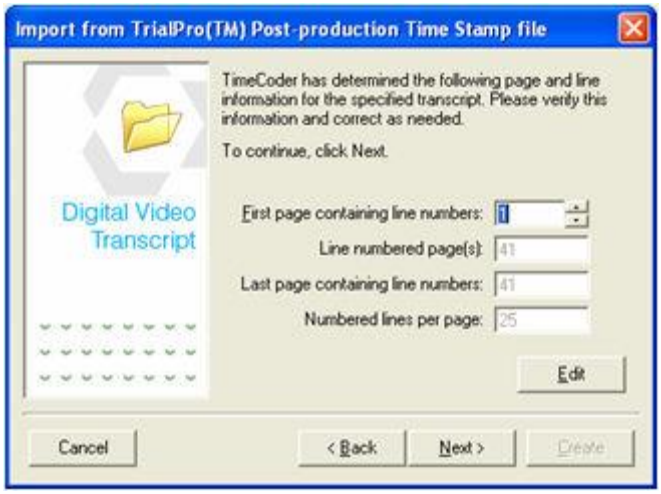


4. Enter the information for the deponent.

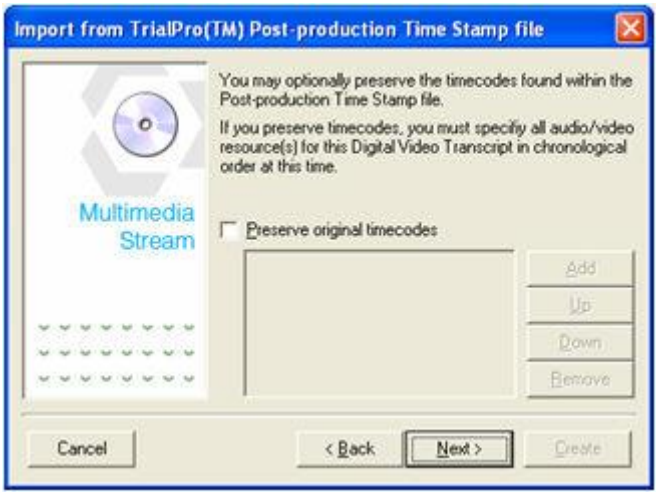
First Name	Deponent's first name
Middle Initial	Deponent's middle initial
Last Name	Deponent's last name
Suffix	Suffix appended to deponent's name. Examples: Jr., Sr., Esq.
Date	Deposition date
Volume #	Deposition volume number
Other	Additional information

The Deposition Information and Other Information can be enabled or disabled by checking or removing the checkmark from their respective boxes; however, both cannot be disabled at the same time. If you choose to enable the Deposition Information, the FIRST, LAST, DATE and VOLUME # fields must be filled in. If you choose to enable the Other Information, the OTHER field must be filled in.

5. When you are finished entering information into the fields, click **Next**.

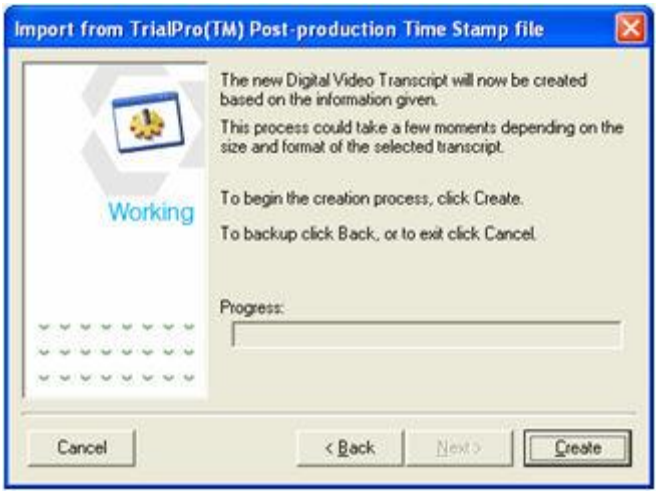

Import from TrialPro(TM) Post-production Time Stamp file
TimeCoder has determined the following page and line information for the specified transcript. Please verify this information and correct as needed.
To continue, click Next.
Digital Video Transcript
First page containing line numbers: 1
Line numbered page(s): 41
Last page containing line numbers: 41
Numbered lines per page: 25
Edit
Cancel
< Back
Next >
Create

6. If the first page of the transcript that contains line numbers is a page other than one, enter the correct page number or use the small arrow buttons to select the correct page number.
7. Click **Next** to continue.

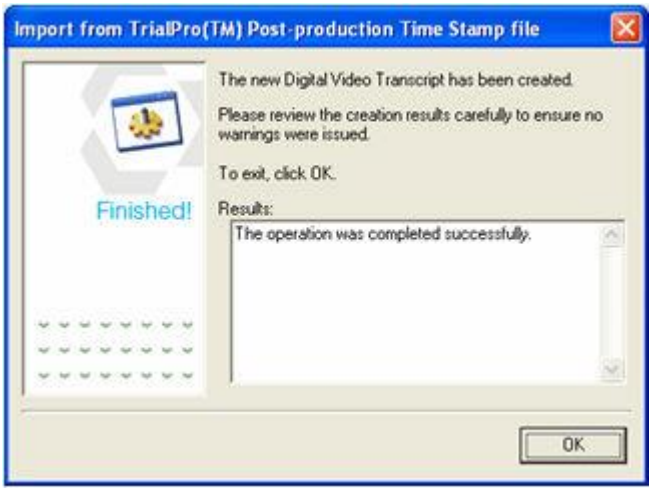

Import from TrialPro(TM) Post-production Time Stamp file
You may optionally preserve the timecodes found within the Post-production Time Stamp file.
If you preserve timecodes, you must specify all audio/video resource(s) for this Digital Video Transcript in chronological order at this time.
Multimedia Stream
Preserve original timecodes
Add
Up
Down
Remove
Cancel
< Back
Next >
Create

This window will allow you to preserve timecodes, which may appear in the original printed transcript. If you want to preserve timecodes, you must specify all audio/video resource(s) for this Digital Video Transcript in chronological order. Click here for instructions on preserving timecodes.

8. If you choose not to preserve original printed timecodes, select **Next** to continue.


Import from TrialPro(TM) Post-production Time Stamp file
The new Digital Video Transcript will now be created based on the information given.
This process could take a few moments depending on the size and format of the selected transcript.
Working
To begin the creation process, click Create.
To backup click Back, or to exit click Cancel.
Progress:
Cancel
< Back
Next >
Create

9. This window indicates that you are ready to import the DVT. Click **Create** to begin the import process.


Import from TrialPro(TM) Post-production Time Stamp file
The new Digital Video Transcript has been created.
Please review the creation results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
The operation was completed successfully.
OK

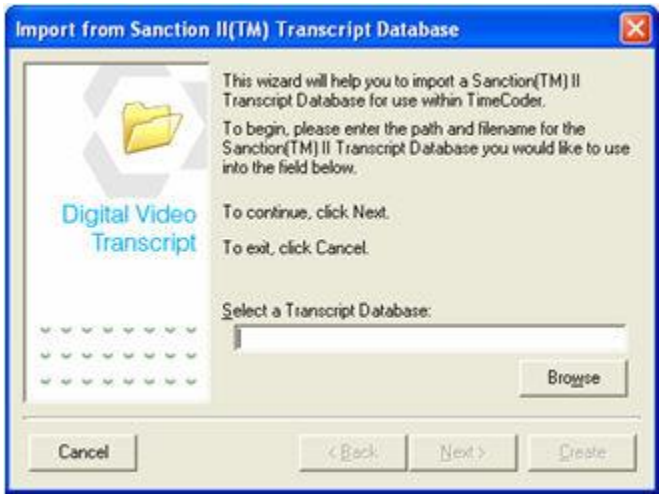
10. Review the import results carefully to ensure that no errors were encountered.
11. Then select **OK** to complete the import process.

Importing YesEdit™ CD-ROM with Sanction II Transcript Database

When a synchronized transcript database is created on YesEdit™ CD-ROM with Sanction™ II Transcript Database application, the corresponding *.mdb file can be imported into TimeCoder Pro.

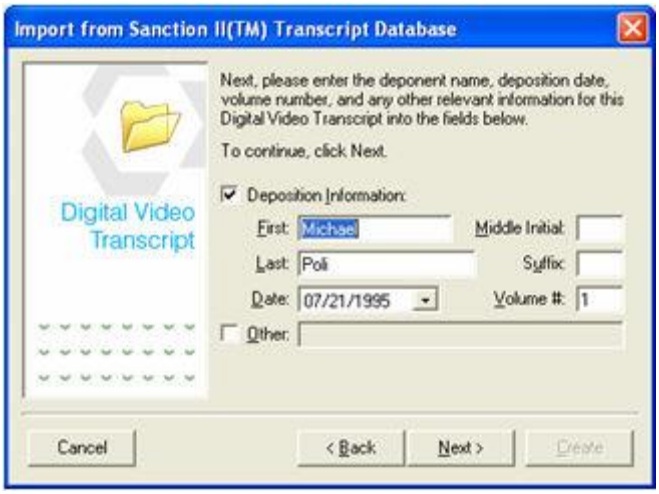
To import from a YesEdit™ CD-ROM with Sanction™ II Transcript Database file

1. Select **Import from... | YesEdit™ CD-ROM with Sanction™ II Transcript Database (*.mdb)** from the **File** menu.


Import from Sanction II(TM) Transcript Database
This wizard will help you to import a Sanction(TM) II Transcript Database for use within TimeCoder.
To begin, please enter the path and filename for the Sanction(TM) II Transcript Database you would like to use into the field below.
To continue, click Next.
To exit, click Cancel.
Digital Video Transcript
Select a Transcript Database:
Browse
Cancel
< Back
Next >
Create

2. Enter a destination folder and filename for the *.MDB file, or click **Browse** to navigate to the desired folder and filename.
   a. If you click **Browse**, the following window appears:

   b. Select the desired destination folder and .MDB file and click **Open**.
3. Once the desired folder and filename are selected, click **Next**.

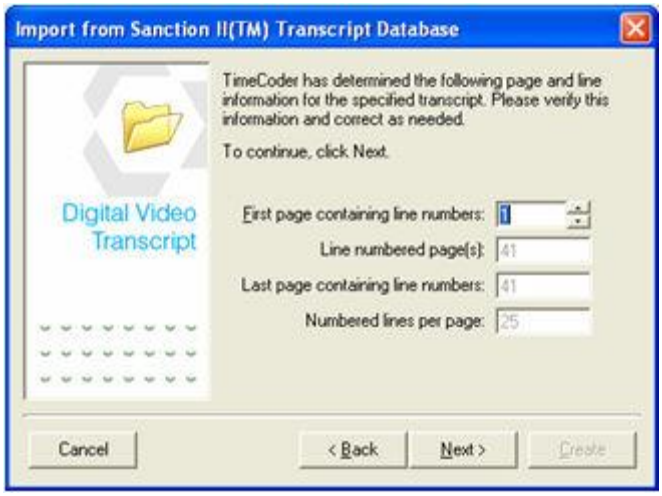


4. Enter the information for the deponent.

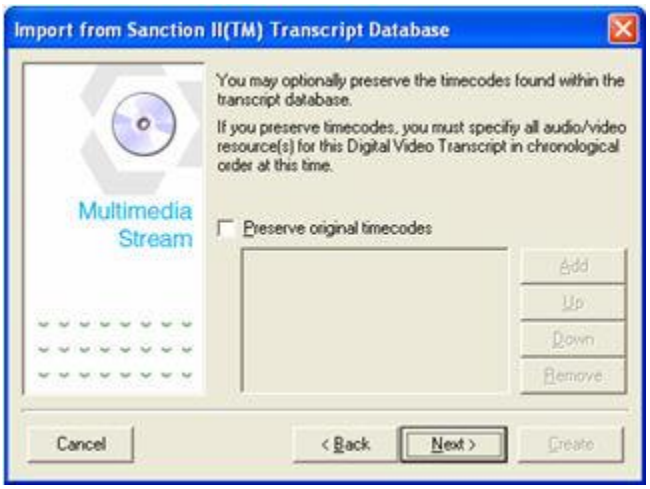
First Name	Deponent's first name
Middle Initial	Deponent's middle initial
Last Name	Deponent's last name
Suffix	Suffix appended to deponent's name. Examples: Jr., Sr., Esq.
Date	Deposition date
Volume #	Deposition volume number
Other	Additional information

The Deposition Information and Other Information can be enabled or disabled by checking or removing the checkmark from their respective boxes; however, both cannot be disabled at the same time. If you choose to enable the Deposition Information, the FIRST, LAST, DATE and VOLUME # fields must be filled in. If you choose to enable the Other Information, the OTHER field must be filled in.

5. When you are finished entering information into the fields, click **Next**.

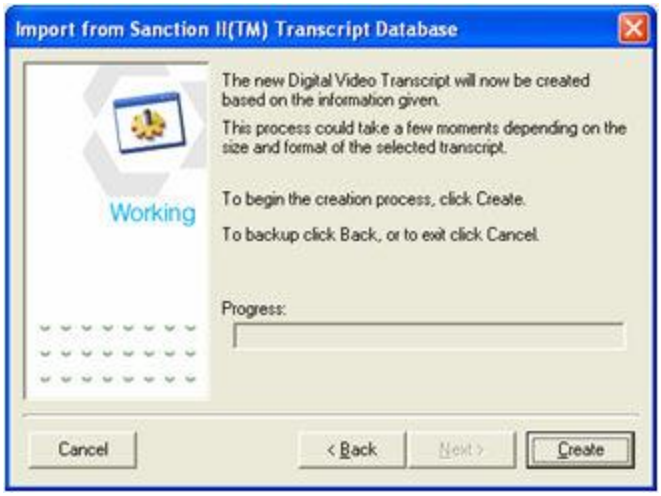

Import from Sanction II(TM) Transcript Database
TimeCoder has determined the following page and line information for the specified transcript. Please verify this information and correct as needed.
To continue, click Next.
Digital Video Transcript
First page containing line numbers:
Line numbered page(s):
Last page containing line numbers:
Numbered lines per page:
Cancel
< Back
Next >
Create

6. If the first page of the transcript that contains line numbers is a page other than one, enter the correct page number or use the small arrow buttons to select the correct page number.
7. Click **Next** to continue.

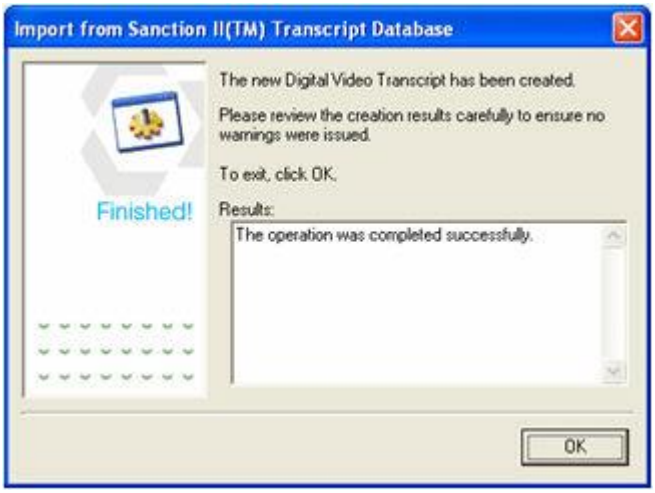

Import from Sanction II(TM) Transcript Database
You may optionally preserve the timecodes found within the transcript database.
If you preserve timecodes, you must specify all audio/video resource(s) for this Digital Video Transcript in chronological order at this time.
Multimedia Stream
Preserve original timecodes
Add
Up
Down
Remove
Cancel
< Back
Next >
Create

This window will allow you to preserve timecodes, which may appear in the original printed transcript. If you want to preserve timecodes, you must specify all audio/video resource(s) for this Digital Video Transcript in chronological order. Click here for instructions on preserving timecodes.

8. If you choose not to preserve original printed timecodes, select **Next** to continue.


Import from Sanction II(TM) Transcript Database
The new Digital Video Transcript will now be created based on the information given.
This process could take a few moments depending on the size and format of the selected transcript.
Working
To begin the creation process, click Create.
To backup click Back, or to exit click Cancel.
Progress:
Cancel
< Back
Next >
Create

9. This window indicates that you are ready to import the DVT. Click **Create** to begin the import process.

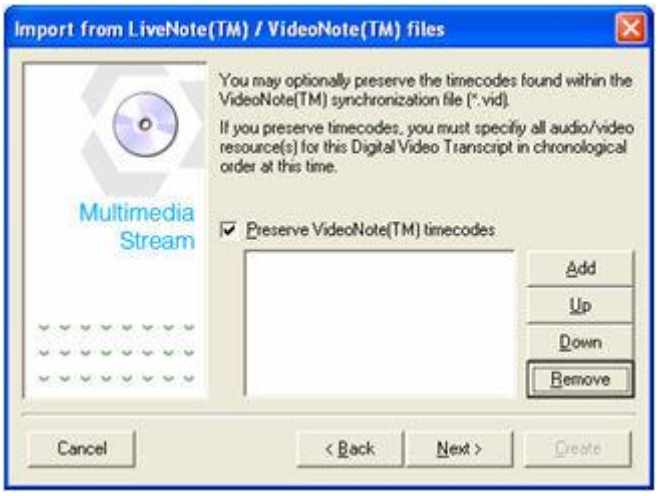

Import from Sanction II(TM) Transcript Database
The new Digital Video Transcript has been created.
Please review the creation results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
The operation was completed successfully.
OK

10. Review the import results carefully to ensure that no errors were encountered.
11. Then select **OK** to complete the import process.

Preserving VideoNote Transcript Timecodes

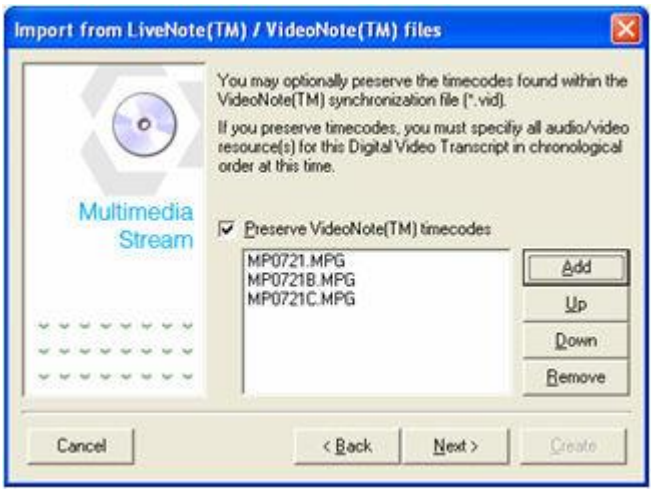
To preserve the existing VideoNote timestamps during import

1. Check the **Preserve VideoNote™ timecodes** option.


Import from LiveNote(TM) / VideoNote(TM) files
You may optionally preserve the timecodes found within the VideoNote(TM) synchronization file (*.vid).
If you preserve timecodes, you must specify all audio/video resource(s) for this Digital Video Transcript in chronological order at this time.
Multimedia Stream
Preserve VideoNote(TM) timecodes
Add
Up
Down
Remove
Cancel
< Back
Next >
Create

2. Click **Add** to specify one or more multimedia resource files that correspond with the original VideoNote (.VID) file.

3. Select the multimedia file(s) and click **Open** to add the selection(s) to the list.
4. Repeat the process until all multimedia resource files are added to the list.



5. If the multimedia resource files are not in chronological order, use the **Up** or **Down** buttons to adjust the position of the multimedia resources as necessary.
6. When all of the multimedia resource files have been added, click **Next** to continue.

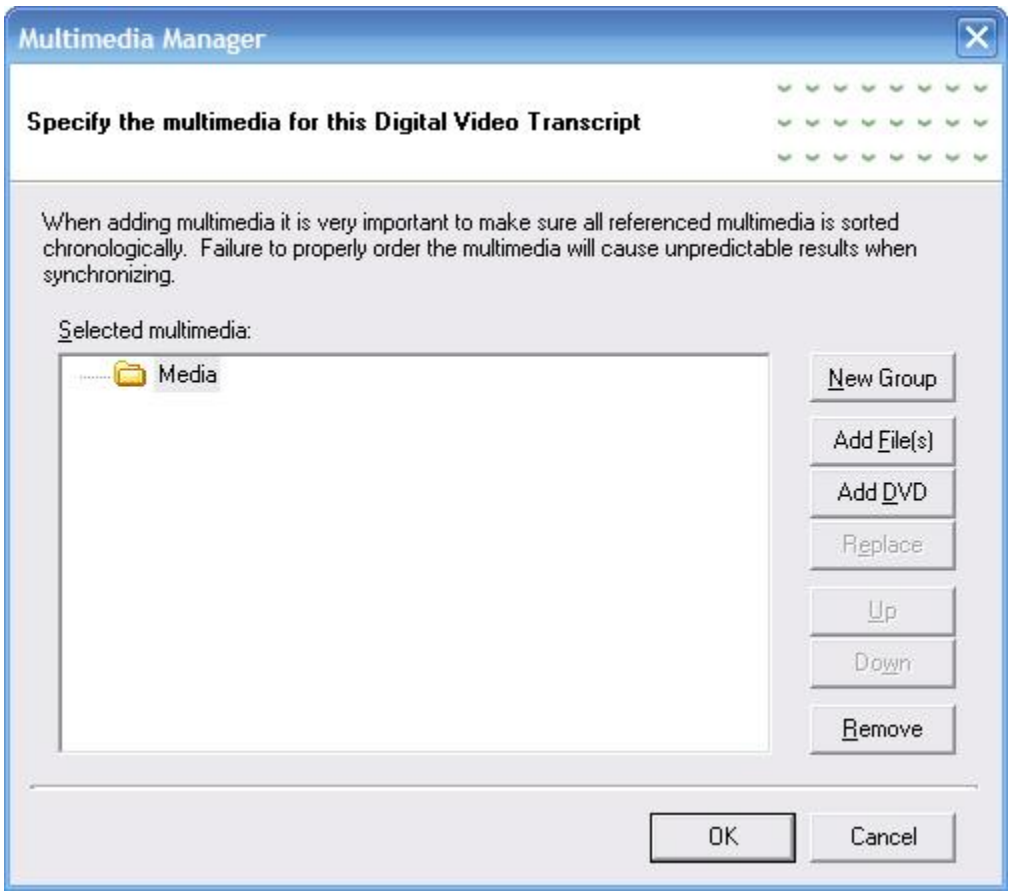
Associating Multimedia Resources with Transcripts

Multimedia Manager

After you create a new Digital Video Transcript (DVT), you need to add one or more audio/video files using the Multimedia Manager. If you have multiple audio/video files that accompany a transcript, use the Multimedia Manager to organize the files before you synchronize (timecode) the transcript with them.

To open the Multimedia Manager

On the **Multimedia** menu, click **Multimedia Manager**.



Adding Individual Files (such as MPEG, AVI, or WMV)

1. Click **Add Files** to select one or more multimedia resource files to add to the DVT.
2. Browse to the location of the multimedia file(s) and select. To select more than one file, press and hold CTRL.
3. Click **Open**.
4. The file(s) appear in the Multimedia Manager. If they are not in chronological order, use the **Up** and **Down** buttons to adjust the position of the multimedia resources as necessary.

The files must be in order to ensure accuracy when the transcript is synchronized (timecoded) with the multimedia files.

Note to TrialDirector Users:

The path of each multimedia resource file is used in the *.cms file exported from TimeCoder Pro. Once the *.cms file is loaded into TrialDirector, the user may have to browse to the multimedia file location if the path is different.

5. If you are finished adding and organizing multimedia files, click **OK** to return to the transcript. The first file listed in the Multimedia Manager will appear in the Multimedia Selection Box.

Adding a DVD-Video or Video CD

Use the Add DVD button whenever you are loading files from a DVD or VCD, or when the contents of the DVD/VCD has been copied to a folder on a local or network drive.

Note:

Super Video CDs (SVCDs) are *not* supported.

1. Click **Add DVD**.
2. If the disc is currently mounted in a drive, browse to and select the drive letter.
   -or-
   If the disc contents has been copied on to a local or network drive, browse to and select the root folder of the DVD/VCD contents.
3. Click **OK**.
   The inData Digital Video Disc (DVD) Extractor automatically opens.
4. Use the inData Digital Video Disc (DVD) Extractor to convert the video to an MPEG-2 stream. Then, select the .MPG file and click **Open**.
5. Repeat the previous steps for any additional DVDs/VCDs.

Grouping Files for Export (Advanced Users)

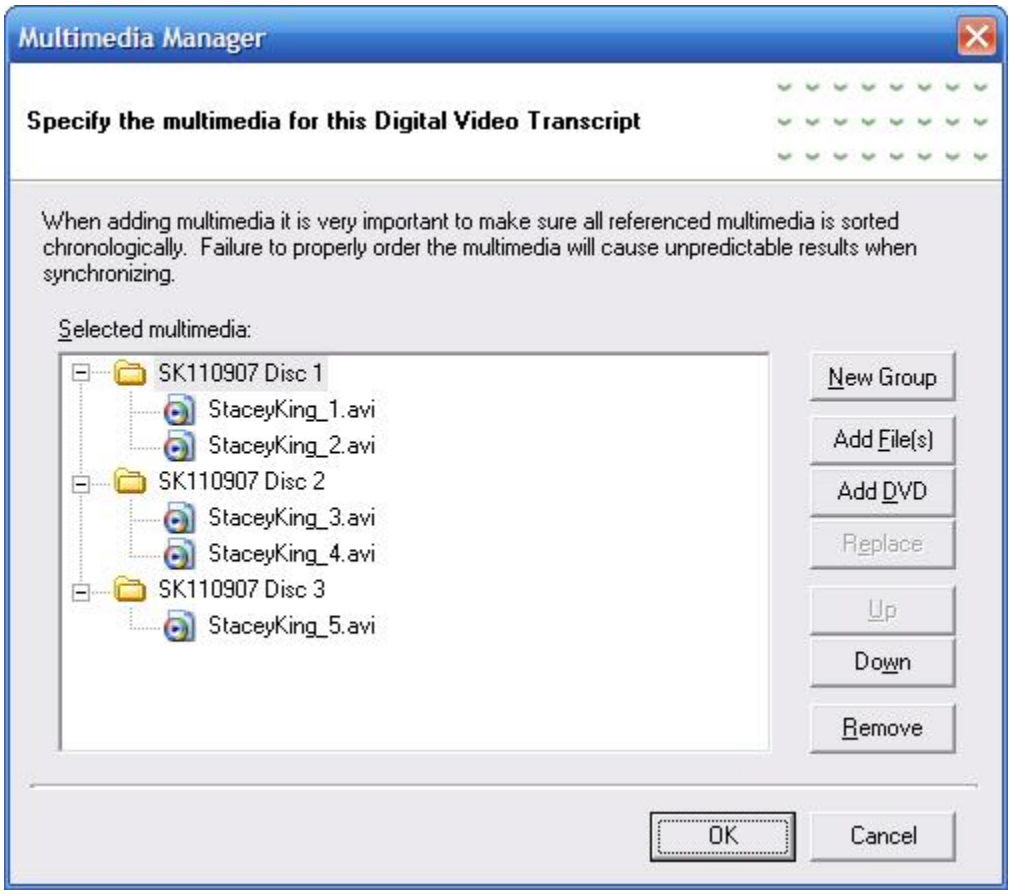
If you will be exporting a synchronized transcript and multimedia files across multiple CDs/DVDs, you can use groups to designate which files should go on which discs.

Note:

DVD and VCD disks should remain in their original groupings in order to maintain continuity between the source disk and the output DepoView volumes.

1. In the Multimedia Manager, click the **New Group** button.
   A folder named Untitled Multimedia Group appears.
2. Click once on the folder name to select it. Then, click again to insert the cursor on the text. Type a meaningful name for the group (for example, the deponent's initials, deposition date, and the disc number: SK110907 Disc1).
3. Repeat the previous steps to create groups for ..Disc2, ..Disc3, etc. as needed.
4. Select a file and click the **Up**/**Down** buttons as needed to move it to the appropriate location under the appropriate group. Repeat for each file. **Ensure all files are in chronological order on each disc.**

   The following example shows the structure for a deposition expected to span three discs when it is exported:



5. When you are finished organizing files in groups, click **OK**.
   You can return to the Multimedia Manager at any time before you export the synchronized transcript and multimedia files to CDs/DVDs to reorganize or replace them as needed.

Using the inData Digital Video Disc Extractor

The inData Digital Video Disc (DVD) Extractor converts DVD-Video to MPEG-2 program streams. Prior to synchronizing these files with a transcript and using the DepoView DVD Creator, all source video deposition footage on DVD must be converted.

The Extractor automatically opens after you use the Multimedia Manager to add a DVD. You can also open it anytime from the **Tools** menu.

Before you begin

- Make sure plenty of disk space is available for the folder that will contain the MPEG-2 file(s) extracted from the DVD. A 2-hour DVD can use as much as 4.7GB of disk space.
- For the quickest processing, run the Extractor on an Intel Core2Duo PC and use a local hard disk as the output location.

Caution: Do not use the inData Digital Video Disc (DVD) Extractor to convert copyright protected DVD-Video titles.

To extract DVD-Video

1. If necessary, click **Browse** next to the **Source** box and navigate to the DVD drive. If you already selected the DVD in Multimedia Manager, the drive letter will automatically appear. If the contents of the DVD was copied to a local or network drive, select the root folder where the DVD was copied (not the VIDEO_TS subfolder).
2. If necessary, click **Browse** next to the **Output folder** box and navigate to the location where you want the MPEG-2 file(s) to be saved.
   The default location is your My Documents folder on the computer.
3. If necessary, change the **Base filename for extracted TitleSets**.
   The default base filename is the first and last initial of the deponent followed by the deposition date derived from the active DVT open in TimeCoder Pro.
4. Click **Begin**.
   The status bar at the bottom of the Extractor shows the percentage complete and the time remaining (Trem). You can minimize the Extractor and continue to work while the conversion is completed.

   If the DVD contains multiple titles, separate .MPG files are created for each with suffixes appended to the filenames (-01, -02, etc.).
5. When the conversion process is complete, click **Exit**.
6. If you were loading the video in Multimedia Manager, the **Browse for Multimedia file(s)** dialog box appears. Select the new .MPG file(s) from the output folder specified in the Extractor. Then, click **Open**.
   The new .MPG file(s) appear in the Multimedia Manager, and are ready to be synchronized with the transcript. Once synchronization and quality control are complete, you can export the transcript and associated .MPG file(s) to DepoView DVD.

Removing Multimedia Resources

If a particular multimedia resource is no longer needed, it can be easily removed from the Digital Video Transcript.

Caution:

If you remove a multimedia file after a transcript has been synchronized (timecoded), all associated timecodes will be removed.

To remove a multimedia resource file from the list

1. On the **Multimedia** menu, click **Multimedia Manager**.
2. Select the multimedia resource you want to remove.
3. Click **Remove**.
4. Click **Yes** to confirm the removal.

Replacing Multimedia Resources

You may encounter situations when a multimedia file needs to be replaced. In cases where a multimedia file that was synchronized with a transcript needs to be replaced with a better quality file, TimeCoder Pro enables you to replace the file without losing existing timestamps created from the original file.

Caution:

If the duration of the replacement file and the original file are considerably different, timecodes will be removed when the file is replaced.

To replace a multimedia file

1. On the **Multimedia** menu, click **Multimedia Manager**.
2. Select the multimedia resource file you want to replace.
3. Click **Replace**.
4. Browse to the location of the new file that will replace the original and click **Open**.
5. Click **Yes** to replace the file.

Note:

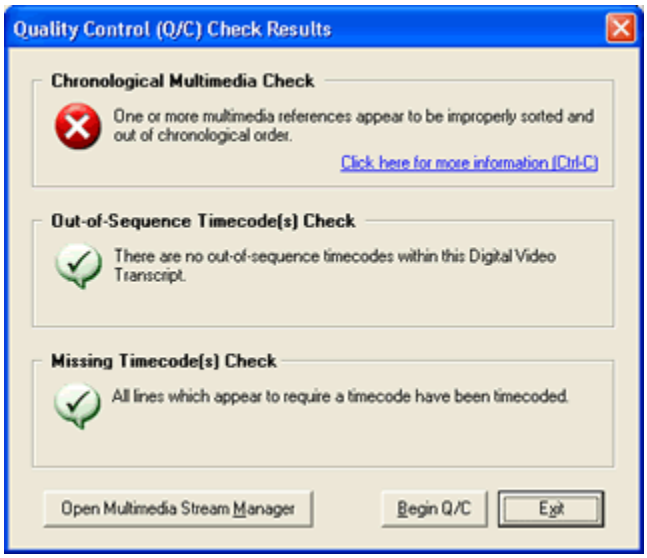
It may be necessary to *adjust timecodes* for the replacement multimedia file if significant running time differences exist between the original and replacement files.

Chronological Multimedia Check

To verify that the multimedia resource files are sorted in chronological order, do one of the following:

- Select the tool button
- Select **Perform Quality Control (Q/C) Checks** from the **Edit** menu.

When the Quality Control (Q/C) Check is performed, the chronological order of the associated multimedia files is checked. When it appears that the media files are not in the correct order in relation to the timecoded transcript, a warning will be displayed.


Quality Control (Q/C) Check Results
Chronological Multimedia Check
One or more multimedia references appear to be improperly sorted and out of chronological order.
Click here for more information (Ctrl-C)
Out-of-Sequence Timecode(s) Check
There are no out-of-sequence timecodes within this Digital Video Transcript.
Missing Timecode(s) Check
All lines which appear to require a timecode have been timecoded.
Open Multimedia Stream Manager
Begin Q/C
Exit

Use the **Up**/**Down** buttons in the Multimedia Manager to correct the order of the multimedia resource files.

Encoding Directly to DVD

If you use Adobe® Premiere®, you can import your raw DV (.AVI) footage into TimeCoder Pro and use it to encode and author your DVD-Video in the same process. This eliminates the need to purchase hardware MPEG encoders or to manually encode video to MPEG format prior to synchronization.

To encode directly to DVD

1. Add your raw DV (.AVI) footage using the Multimedia Manager.
2. Synchronize your transcript with the video.
3. Follow the steps in Creating a DepoView DVD.

Files Included with a DepoView DVD

When you export a transcript to DepoView DVD, the following load files that can be imported into third-party programs are included:

- .AMI (AMICUS transcript)
- .CMS (inData TrialDirector standard load file)
- .OLL (inData TrialDirector exhibits load file)
- .MDB (Sanction load file)
- .SBF (CT Summation transcript and exhibit load file)
- .DII (CT Summation load file)
- .PTF/.VID (LiveNote load file)
- .EXH (LiveNote exhibits load file)
- .PTS (Timaro Post-Production Timestamp file)
- .TXT (ASCII transcript)
- .XML (OpenDVT XML)

If you are using TrialDirector, you can import the .CMS or .OLL file to view the MPEG-2/VOB files from the DepoView DVD.

Installing the MPEG-2 Codec

When you create a DepoView DVD, the MPEG-2 Codec is included on the DVD. When you or a client loads the DVD on a computer and installs DepoView software, the codec is automatically installed. If you want to install the codec without having to install DepoView software, complete the steps below.

To install the MPEG-2 Codec

1. Load the DepoView DVD on your computer.
2. Browse the files on the DVD and locate **InstallCodec.exe**.
3. Double-click **InstallCodec.exe** and follow the on-screen instructions.

Synchronizing a Digital Video Transcript

Topics:

Automatic Transcript Timecoding
Sending a Timecoding Job to inData
Manual Transcript Timecoding

Synchronizing a Digital Video Transcript is the process of placing timecodes on each line of the transcript so that the transcript advances in sync with the multimedia resource files during playback. There are four main options for synchronizing a Digital Video Transcript:

AutoSync	This uses the latest in voice recognition technology to automatically synchronize your transcript at a rate of 2-3 times normal speed with 95% accuracy. This feature is designed to queue several Digital Video Transcripts in a single batch and to require minimal user interaction once the process is started. See Automatic Transcript Timecoding.
RapidSync - Best Value!	Just like AutoSync, except it synchronizes your transcript at a rate of up to 20 times normal speed with 98% accuracy. See Automatic Transcript Timecoding.
Send to inData	Upload your files to inData, and our experienced technicians will quickly synchronize and Q/C your transcript with a 100% satisfaction guarantee. You can even pick up your completed DVT's right in TimeCoder Pro! See Sending a Timecoding Job to inData.
Manual Timecoding	This is the process where a user listens to the multimedia resource file and presses the spacebar on each line of the transcript when the first word is spoken. See Manual Transcript Timecoding.

Note:

After a Digital Video Transcript has been synchronized, you should change the status to Synchronized but needs Q/C.

Automatic Transcript Timecoding

Topics:

Preparing for Automatic Synchronization
AutoSync™ Timecoding
RapidSync™ Timecoding

Note:

Before running your first automatic timecoding effort, please read each of the help topics above. This information will ensure that you obtain the best results possible from TimeCoder Pro and your Digital Video Transcript data.

Preparing for Automatic Synchronization

Topics:

Preparing Multimedia Resource Files
Creating a Digital Video Transcript
Adding Multimedia Resource Files
Pre-Synchronization QC Check
Exiting All Other Applications

Preparing Multimedia Resource Files

First, prepare the multimedia resource files that will be used in the Digital Video Transcripts and encode them if necessary.

Note:

If you use Adobe® Premiere®, you can import your raw DV (.AVI) footage into TimeCoder Pro and create a DepoView DVD to *encode and author your DVD-Video in the same process*.

Copy all multimedia resource files onto the local hard disk of the TimeCoder Pro PC. The multimedia files can reside on a shared network drive as long as the network throughput is adequate. It is not possible to automatically synchronize Digital Video Transcripts if the multimedia files reside on CD-ROM because TimeCoder Pro needs all of the multimedia resource files available while running an automatic synchronization job.

Note:

inData recommends that you do NOT automatically synchronize Digital Video Transcripts if the multimedia files contain very poor audio. Surveillance tapes, phone tap audio and other such media often contain poor audio quality. These types of DVTs should be manually timecoded. For best results, make sure all speaking parties are using quality lapel microphones during videotaping of the deposition testimony. Properly mixing audio channels and levels will enhance the quality of the audio and produce more accurate synchronization in TimeCoder Pro.

Creating a Digital Video Transcript

The next step in preparing for automatic timecoding is to create a Digital Video Transcript in TimeCoder Pro. If this process has already been performed, continue to the next step.

For instructions on how to create a Digital Video Transcript, click here and then return to this topic.

Adding Multimedia Resource Files

After the Digital Video Transcript has been created, multimedia resources have to be added. **All associated multimedia resource files must be added prior to auto timecoding a transcript.** If this step has already been performed, continue to the next step.

For instructions on adding multimedia resource files to the multimedia stream manager, click here and then return to this topic.

Pre-Synchronization QC Check

The last step in preparing for automatic timecoding is to run a Pre-Synchronization QC Check. The main benefit of performing a QC Check prior to automatic timecoding is to determine whether TimeCoder Pro successfully identified all of the non-spoken text areas of the deposition (Header Pages, Introductions, Exhibit Indexes, Appearance Lists, Table of Contents, and Certification Pages) successfully. Sometimes these pages, if formatted in a non-standard way, can cause TimeCoder Pro to attempt to search for spoken text in these areas causing slower sync times and decreased accuracy.

Simply choosing to run a Pre-Synchronization QC Check will cause TimeCoder Pro to mark all un-spoken lines within the transcript as gray in color, and all lines that it expects to timecode as red. If you discover that TimeCoder Pro has identified lines of the transcript in red that are actually non-spoken, simply highlight the line and press the "X" key to change the status of the line from "Needs to be timecoded" to "Does not require timecoding".

Performing this quick QC Check will greatly improve speed and accuracy of your TimeCoder Pro Automatic Synchronizations.

For instructions on performing a QC Check, click here and then return to this topic.

Exiting All Other Applications

Prior to running the automatic timecoding process, please make sure to close all programs, other than TimeCoder Pro. Because automatic timecoding makes extensive use of your computer's processor and memory, closing all unnecessary applications will provide more efficient processing.

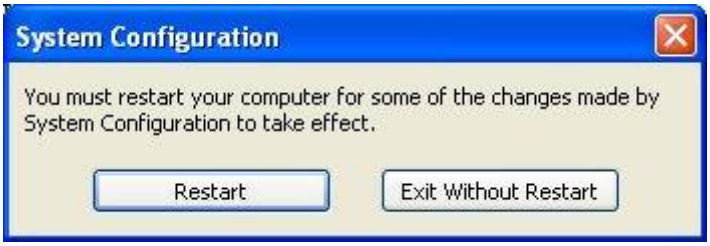
For best results, do the following:

- Close all programs, other than TimeCoder Pro, including Windows Explorer.
- Close any Anti Virus or other like utilities that may be running within the Windows System Tray. See your windows user guide for more information on disabling items in the system tray.
- Additionally, you may want to run the MSCONFIG application to disable all "Startup" programs. Disabling startup programs will only load files necessary to run Windows. To disable the startup programs:

1. Click **Start | Run** and type MSCONFIG in the **Open:** box, as shown below. Click **OK**.

2. The System Configuration Utility application will launch, as shown below. Select the **Selective Startup** radio button and uncheck **Load Startup Items**. Click **OK** to save the changes.

3. You will be prompted to restart your system. Restart your system for the changes to take effect.


System Configuration
You must restart your computer for some of the changes made by System Configuration to take effect.
Restart
Exit Without Restart

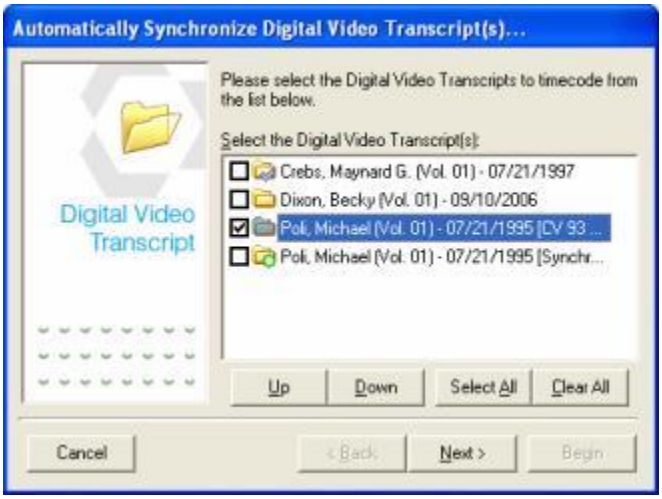
AutoSync Timecoding

Note:

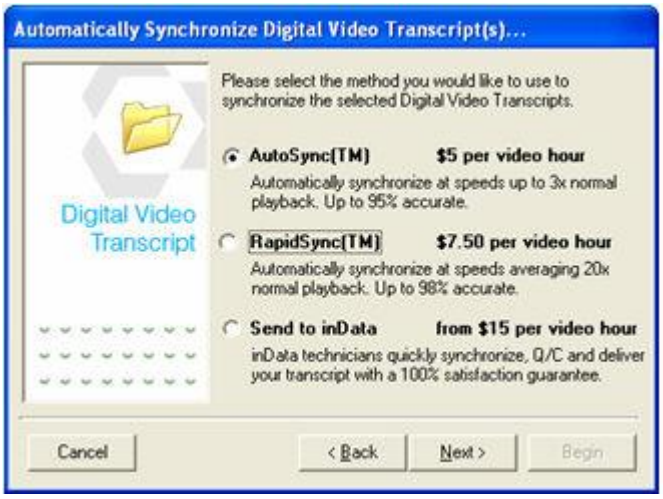
AutoSync is not supported for MPEG-4, QuickTime, WMV, and WMA file types.

To perform AutoSync timecoding

1. Select **Automatically Synchronize Digital Video Transcript(s)...** from the **File** menu.


Automatically Synchronize Digital Video Transcript(s)...
Please select the Digital Video Transcripts to timecode from the list below.
Select the Digital Video Transcript(s):
Crebs, Maynard G. (Vol. 01) - 07/21/1997
Dixon, Becky (Vol. 01) - 09/10/2006
Poli, Michael (Vol. 01) - 07/21/1995 [CV 93 ...
Poli, Michael (Vol. 01) - 07/21/1995 [Synchr...
Digital Video Transcript
Up
Down
Select All
Clear All
Cancel
< Back
Next >
Begin

2. Select one or more Digital Video Transcripts from the list. Click **Select All** to select all DVT's or **Clear All** to clear all selections. Selecting multiple DVT's is especially efficient when processing overnight or over a weekend.
3. Use the **Up** and **Down** buttons to put the DVT's in the order you would like them processed.
4. Click **Next** to continue.


Automatically Synchronize Digital Video Transcript(s)...
Please select the method you would like to use to synchronize the selected Digital Video Transcripts.
AutoSync(TM) $5 per video hour
Automatically synchronize at speeds up to 3x normal playback. Up to 95% accurate.
RapidSync(TM) $7.50 per video hour
Automatically synchronize at speeds averaging 20x normal playback. Up to 98% accurate.
Send to inData from $15 per video hour
inData technicians quickly synchronize, Q/C and deliver your transcript with a 100% satisfaction guarantee.
Digital Video Transcript
Cancel
< Back
Next >
Begin

IMPORTANT: **Prices shown above are subject to change without Prior Notice by inData Corporation.**

5. Select AutoSync and click **Next**.

Note:

If one or more of the multimedia resource files for any of the selected Digital Video Transcripts are not available, a window will appear showing a list of files that are unavailable. Select a file from the list and click **Fix** to open the

Multimedia Stream Manager and replace the missing file. Click **OK** when you are finished. Repeat the process for any additional missing files until all of the corrections have been made.

Automatically Synchronize Digital Video Transcript(s)...
The selected Digital Video Transcripts will now be timecoded.
Your account will be charged: $0.67
This process could take some time depending on the size of the selected Digital Video Transcripts.
Working
To begin the timecoding process, click Begin.
To backup click Back, or to exit click Cancel.
Processing:
Progress:
Cancel
< Back
Next >
Begin

This window shows you how much your account will be charged to synchronize the DVT.

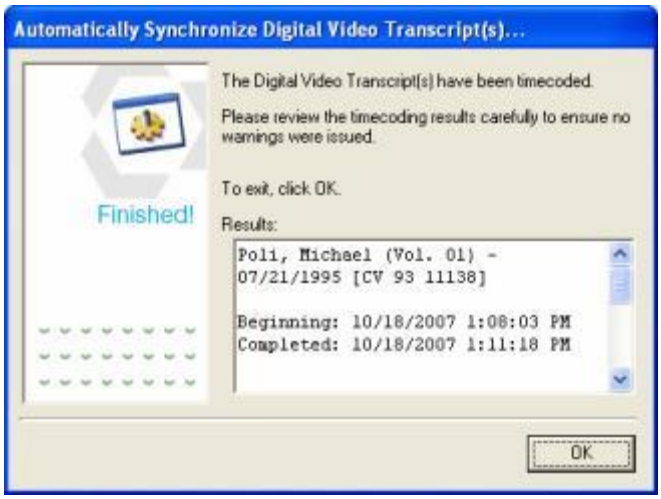
Note:

If you do not have an active Internet connection you will not be able to continue past this point! In addition, if you have exhausted all of the Sync Credits in your account, you will not be able to continue. In the **File** menu, click **Login to TimeCoder Pro Administrator...**and login to purchase additional Sync Credits using the **Add Sync Credits** tab. More Information

6. Click **Begin** to start the auto timecoding process. The AutoSync engine will run through several sub-routines during this process. The progress meter will be reset for each routine that is run. Depending on the speed of your system and the total running time of the DVT, this process could take a few hours.

Automatically Synchronize Digital Video Transcript(s)...
The selected Digital Video Transcripts will now be timecoded.
Your account will be charged: $0.67
This process could take some time depending on the size of the selected Digital Video Transcripts.
Working
To begin the timecoding process, click Begin.
To backup click Back, or to exit click Cancel.
Processing: Poli, Michael [Vol. 01] - 07/21/1995 [CV...
Decoding continuous speech... (1:01 to 5:05)
Cancel
< Back
Next >
Begin

7. When the AutoSync process is complete, the results will be displayed.


Automatically Synchronize Digital Video Transcript(s)...
The Digital Video Transcript(s) have been timecoded.
Please review the timecoding results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
Poli, Michael (Vol. 01) -
07/21/1995 [CV 93 11138]
Beginning: 10/18/2007 1:08:03 PM
Completed: 10/18/2007 1:11:18 PM
OK

8. Review the results and click **OK** to exit the Automatic Timecoding wizard. Now that the timecoding process is complete, you will want to Q/C the timecodes and make any necessary adjustments.

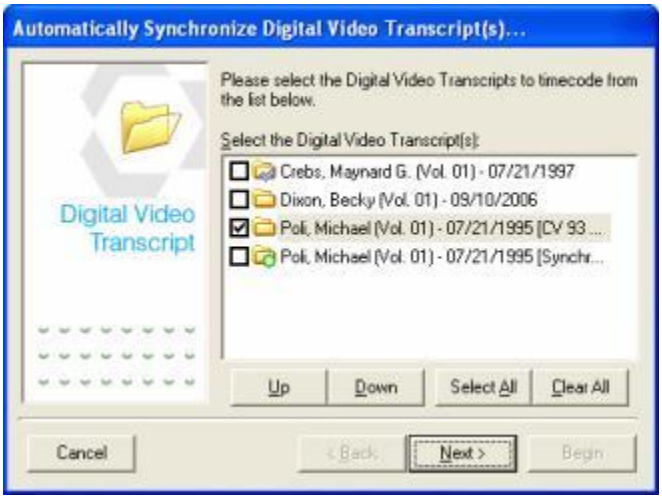
Note:

These results are also sent to the corresponding TimeCoder Pro Administrator account.

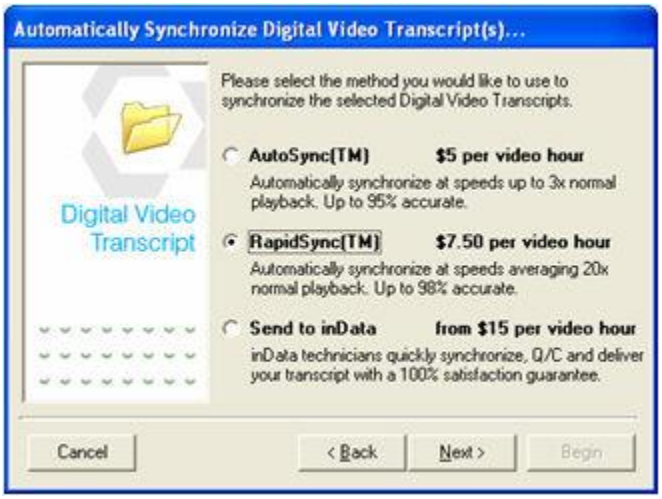
RapidSync Timecoding

To perform RapidSync timecoding

1. From the **File** menu, select **Automatically Synchronize Digital Video Transcript(s)...**.


Automatically Synchronize Digital Video Transcript(s)...
Please select the Digital Video Transcripts to timecode from the list below.
Select the Digital Video Transcript(s):
Crebs, Maynard G. (Vol. 01) - 07/21/1997
Dixon, Becky (Vol. 01) - 09/10/2006
Poli, Michael (Vol. 01) - 07/21/1995 [CV 93 ...
Poli, Michael (Vol. 01) - 07/21/1995 [Synchr...
Digital Video Transcript
Up
Down
Select All
Clear All
Cancel
< Back
Next >
Begin

2. Select one or more Digital Video Transcripts from the list. Click **Select All** to select all DVT's or **Clear All** to clear all selections. Selecting multiple DVT's is especially efficient when processing overnight or over a weekend.
3. Use the **Up** or **Down** buttons to put the DVT's in the order you would like them processed.
4. Click **Next** to continue.


Automatically Synchronize Digital Video Transcript(s)...
Please select the method you would like to use to synchronize the selected Digital Video Transcripts.
AutoSync(TM) $5 per video hour
Automatically synchronize at speeds up to 3x normal playback. Up to 95% accurate.
RapidSync(TM) $7.50 per video hour
Automatically synchronize at speeds averaging 20x normal playback. Up to 98% accurate.
Send to inData from $15 per video hour
inData technicians quickly synchronize, Q/C and deliver your transcript with a 100% satisfaction guarantee.
Digital Video Transcript
Cancel
< Back
Next >
Begin

IMPORTANT: **Prices shown above are subject to change without Prior Notice by inData Corporation.**

5. Select **RapidSync** and click **Next**.

Note:

If one or more of the multimedia resource files for any of the selected Digital Video Transcripts are not available, a window will appear showing a list of files that are unavailable. Select a file from the list and click **Fix** to open the Multimedia Stream Manager and replace the missing file. Click **OK** when you are finished. Repeat the process for any additional missing files until all of the

corrections have been made.

6. This window shows you how much your account will be charged to synchronize the DVT.

Automatically Synchronize Digital Video Transcript(s)...
The selected Digital Video Transcripts will now be timecoded.
Your account will be charged: $1.00
This process could take some time depending on the size of the selected Digital Video Transcripts.
Working
To begin the timecoding process, click Begin.
To backup click Back, or to exit click Cancel.
Processing:
Progress:
Cancel
< Back
Next >
Begin

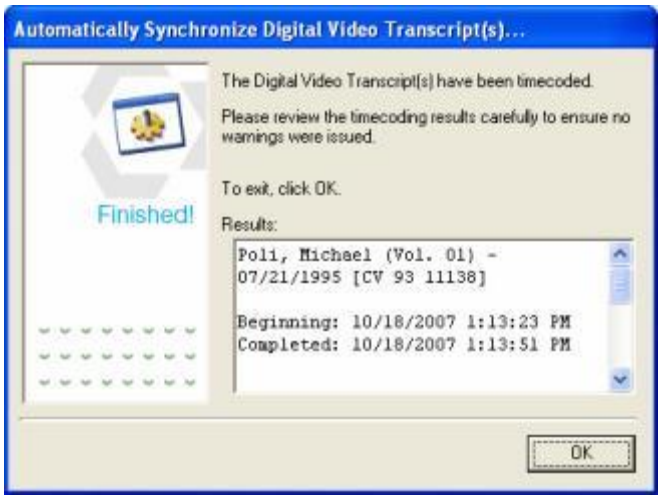
Note:

If you do not have an active Internet connection you will not be able to continue past this point. In addition, if you have exhausted all of the Sync Credits in your account, you will not be able to continue. In the **File** menu, click **Login to TimeCoder Pro Administrator...** and login to purchase additional Sync Credits using the **Add Sync Credits** tab. More Information

7. Click **Begin** to start the auto timecoding process. The RapidSync engine will run through several sub-routines during this process. The progress meter will be reset for each routine that is run. Depending on the speed of your system and the total running time of the DVT, this process could take a few hours.

Automatically Synchronize Digital Video Transcript(s)...
The selected Digital Video Transcripts will now be timecoded.
Your account will be charged: $1.00
This process could take some time depending on the size of the selected Digital Video Transcripts.
Working
To begin the timecoding process, click Begin.
To backup click Back, or to exit click Cancel.
Processing: Poli, Michael [Vol. 01] - 07/21/1995 [CV...
Indexing audio for PoliExcerpt.mpg
Cancel
< Back
Next >
Begin

8. When the RapidSync process is complete, the results will be displayed.


Automatically Synchronize Digital Video Transcript(s)...
The Digital Video Transcript(s) have been timecoded.
Please review the timecoding results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
Poli, Michael (Vol. 01) -
07/21/1995 [CV 93 11138]
Beginning: 10/18/2007 1:13:23 PM
Completed: 10/18/2007 1:13:51 PM
OK

9. Review the results and click **OK** to exit the Automatic Timecoding wizard. With the timecoding process completed, you will want to Q/C the timecodes and make any necessary adjustments.

Note:

These results are also sent to the corresponding TimeCoder Pro Administrator account.

Manual Transcript Timecoding

Topics:

Timecoding a Transcript
Editing Timecodes
Timecoding a Missed Line
Changing an Incorrect Timecode

Timecoding a transcript is synchronizing the ASCII transcript to the multimedia file by setting time stamps on each line of the transcript.

Note:

Before beginning the timecoding process, ensure that the appropriate DVT has been created and that at least one of the corresponding multimedia files has been loaded.

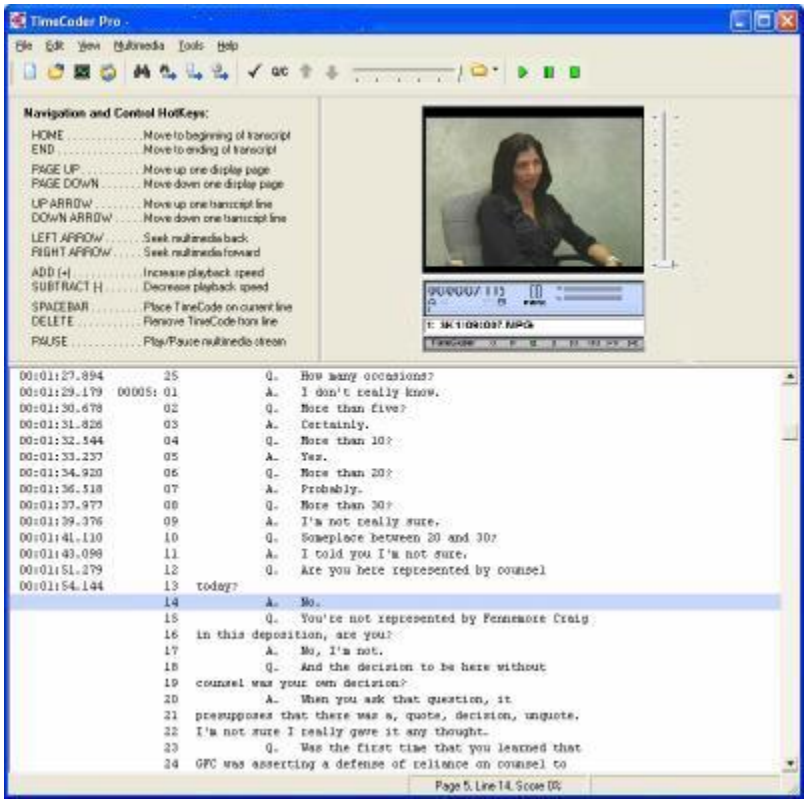
Timecoding a Transcript

1. Open the desired DVT.
2. Select the appropriate multimedia file from the Multimedia Selection Box. If there are no multimedia files to choose from, load the appropriate multimedia files.
3. Find the place in the transcript where the selected multimedia file begins. To do this, click **Play** on the Multimedia Control Box, listen to the first few words of the multimedia file and then search for those words in the ASCII transcript.

Note:

If you cannot locate the first words of the multimedia file, advance the multimedia file and try again since the transcription may begin further into the multimedia file.

4. When you have found the beginning of the multimedia file in the transcript, verify that the blue highlighter bar is on the line of transcript that corresponds to the beginning of the multimedia file. Click the **Seek to Start** button on the Multimedia Control Box to rewind the multimedia file to the beginning.
5. Click **Record** on the Multimedia Control Box to enter Timecoding Mode.
6. Click **Play** on the Multimedia Control Box to begin playback of the multimedia file.
7. When the multimedia file reaches the first word of the transcript line that is currently highlighted in blue, press the SPACEBAR. The current multimedia time is stamped on the left side of the transcript line, as shown below.


TimeCoder Pro -
File Edit View Multimedia Tools Help
Navigation and Control HotKeys:
HOME ..... Move to beginning of transcript
END ..... Move to ending of transcript
PAGE UP ..... Move up one display page
PAGE DOWN ..... Move down one display page
UP ARROW ..... Move up one transcript line
DOWN ARROW ..... Move down one transcript line
LEFT ARROW ..... Seek multimedia back
RIGHT ARROW ..... Seek multimedia forward
ADD (+) ..... Increase playback speed
SUBTRACT (-) ..... Decrease playback speed
SPACEBAR ..... Place TimeCode on current line
DELETE ..... Remove TimeCode from line
PAUSE ..... Play/Pause multimedia stream
00:01:27.894 25 Q. How many occasions?
00:01:29.179 00005: 01 A. I don't really know.
00:01:30.678 02 Q. More than five?
00:01:31.826 03 A. Certainly.
00:01:32.544 04 Q. More than 10?
00:01:33.237 05 A. Yes.
00:01:34.920 06 Q. More than 20?
00:01:36.518 07 A. Probably.
00:01:37.977 08 Q. More than 30?
00:01:39.376 09 A. I'm not really sure.
00:01:41.110 10 Q. Someplace between 20 and 30?
00:01:43.098 11 A. I told you I'm not sure.
00:01:51.279 12 Q. Are you here represented by counsel
00:01:54.144 13 today?
14 A. No.
15 Q. You're not represented by Fennemore Craig
16 in this deposition, are you?
17 A. No, I'm not.
18 Q. And the decision to be here without
19 counsel was your own decision?
20 A. When you ask that question, it
21 presupposes that there was a, quote, decision, unquote.
22 I'm not sure I really gave it any thought.
23 Q. Was the first time that you learned that
24 GFC was asserting a defense of reliance on counsel to
Page 5, Line 14, Score 0%

8. Continue this process until you reach the end of the multimedia file. If you miss a line or stamp a line incorrectly, use the appropriate keyboard commands to edit your mistakes (see Editing Timecodes below).

Note:

You must be in Timecoding Mode to edit timecodes. To enable Timecoding Mode, click the **Record** button so that it is red.

9. If there are additional multimedia files, repeat steps 2 through 8 until the entire transcript has been timecoded. When the entire transcript has been timecoded, you can export the Digital Video Transcript.

Editing Timecodes

This section explains how to correct the two most common errors made while timecoding a transcript. You must be in Timecoding Mode in order to edit timecodes. To enable Timecoding Mode, click the **Record** button so that it is red.

Note:

When editing timecodes, ensure the timecodes are in chronological order. For example, the timecode 00:00:15 cannot be preceded by 00:00:30.

Timecoding a Missed Line

If you do not press the spacebar in time to place a timecode on a line of transcript, simply rewind the multimedia file by pressing the LEFT ARROW key on your keyboard. When the multimedia file reaches the appropriate position again, press the SPACEBAR and continue timecoding as you normally would.

Changing an Incorrect Timecode

If you press the SPACEBAR at the incorrect time or on the incorrect line, pause the multimedia file by clicking **Pause** or by selecting **Pause** from the **Multimedia** menu. Then use the UP ARROW or DOWN ARROW on your keyboard to move the highlighter to the line with the incorrect timecode. Press the DELETE key on your keyboard to erase the timecode. Rewind or advance the multimedia file as necessary and click **Play** or select **Play** from the **Multimedia** menu. When the multimedia file reaches the appropriate position again, press the SPACEBAR and continue timecoding as you normally would.

Note:

If you are in Timecoding Mode and the highlight bar is on a line that already has a timecode, pressing the SPACEBAR will overwrite the old timecode with a new timecode that corresponds to the current time in the Multimedia Control Box.

Sending a Synchronization Job to inData

inData's expert technicians can quickly synchronize your DVTs and perform Q/C to save you time.

To send a job to inData

1. First, upload the files to inData.
2. Use TimeCoder Pro Administrator to monitor the status of outsourced jobs.
3. Use TimeCoder Pro to pick up (download) Digital Video Transcripts from inData.

Uploading the Files to inData

For maximum efficiency and convenience, you can send your timecoding job to inData. Our experienced technicians will quickly synchronize and Q/C your Digital Video Transcripts and return them to you ready for export.

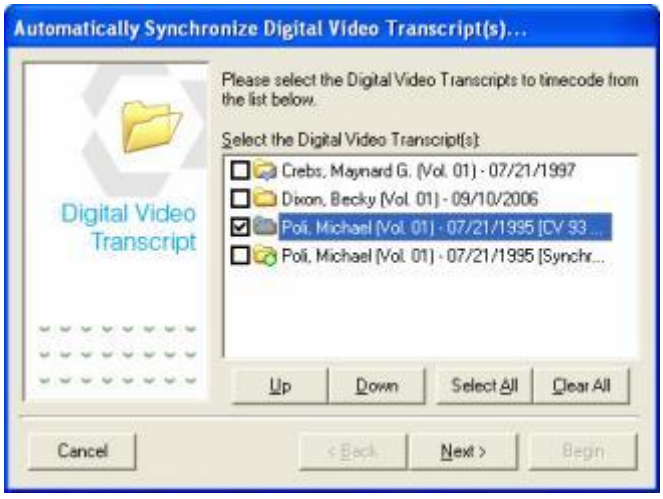
Note:

Send to inData is not supported for MPEG-4, QuickTime, WMV, and WMA file types.

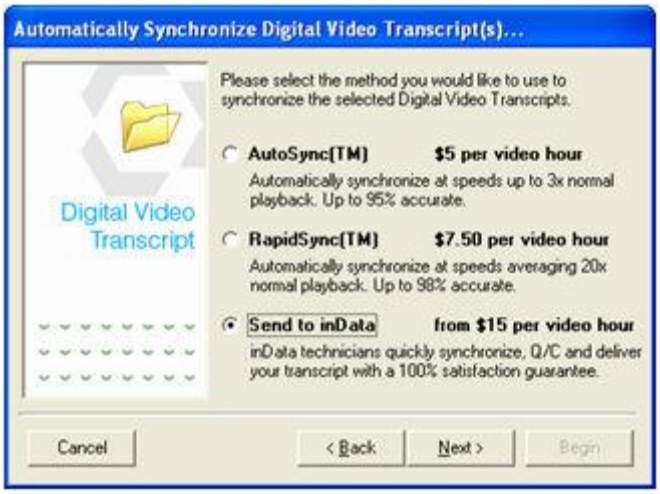
Make sure you have enough sync credits prior to sending a timecoding job to inData. In addition, please read the Help topic Prepare Digital Video Transcript for Automatic Sync prior to using this feature for the first time.

To upload files to inData

1. From the **File** menu, select **Automatically Synchronize Digital Video Transcript(s)...**.


Automatically Synchronize Digital Video Transcript(s)...
Please select the Digital Video Transcripts to timecode from the list below.
Select the Digital Video Transcript(s):
Crebs, Maynard G. (Vol. 01) - 07/21/1997
Dixon, Becky (Vol. 01) - 09/10/2006
Poli, Michael (Vol. 01) - 07/21/1995 [CV 93 ...
Poli, Michael (Vol. 01) - 07/21/1995 [Synchr...
Digital Video Transcript
Up
Down
Select All
Clear All
Cancel
< Back
Next >
Begin

2. Select one or more Digital Video Transcripts from the list. Click **Select All** to select all DVT's or **Clear All** to clear all selections. Selecting multiple DVT's is especially efficient when processing overnight or over a weekend.
3. Use the **Up** or **Down** buttons to put the DVT's in the order you would like them processed.
4. Click **Next** to continue.


Automatically Synchronize Digital Video Transcript(s)...
Please select the method you would like to use to synchronize the selected Digital Video Transcripts.
Digital Video Transcript
AutoSync(TM) $5 per video hour
Automatically synchronize at speeds up to 3x normal playback. Up to 95% accurate.
RapidSync(TM) $7.50 per video hour
Automatically synchronize at speeds averaging 20x normal playback. Up to 98% accurate.
Send to inData from $15 per video hour
inData technicians quickly synchronize, Q/C and deliver your transcript with a 100% satisfaction guarantee.
Cancel
< Back
Next >
Begin

IMPORTANT: **Prices shown above are subject to change without Prior Notice by inData Corporation.**

5. Select **Send to inData** and click **Next**.

Automatically Synchronize Digital Video Transcript(s)...
When would you like your synchronized transcript delivered?
Digital Video Transcript
Express Same Day $75 per video hour
Express 24 hour $35 per video hour
Express 48 hour $25 per video hour
Standard 3 to 5 day $15 per video hour
For Express Same Day service, projects must be submitted prior to 12:00pm (noon) EST and are projected to be completed by 9:00pm EST. Projects submitted after business hours (6:00pm EST) or on weekends will be processed the next business day.
For more information regarding rates, turn around times, and delivery options, click here (Ctrl-R)
Cancel
< Back
Next >
Begin

IMPORTANT: **Service level options shown above are subject to change without Prior Notice by inData Corporation.**

6. Select the desired delivery speed and rate. Click **Next** to continue.

Automatically Synchronize Digital Video Transcript(s)...
Please take a moment to confirm your contact information.
This information will be used to notify you when your Digital Video Transcripts are complete.
If you have any questions or problems, please contact inData Corporation at (800) 828-8292.
Digital Video Transcript
First name: John
Last name: Galt
Email: jgalt@galtsgulch.org
Phone: 800-828-8292
Company: inData Corporation
* denotes required field
Cancel
< Back
Next >
Begin

7. Enter your contact information. Click **Next** to continue.

Note:

If one or more of the multimedia resource files for any of the selected Digital Video Transcripts are not available, a window will appear showing a list of files that are unavailable. Select a file from the list and click **Fix** to open the Multimedia Manager and replace the missing file. Click **OK** when you are finished. Repeat the process for any additional missing files until all of the corrections have been made.

Automatically Synchronize Digital Video Transcript(s)...
The selected Digital Video Transcripts will be compressed and sent to inData Corporation.
Your account will be charged: $4.83
This process could take some time depending on the size of the selected Digital Video Transcripts.
Working
To begin the outsourcing process, click Begin.
To backup click Back, or to exit click Cancel.
Processing:
Progress:
Cancel
< Back
Next >
Begin

This window shows you how much your account will be charged to synchronize and Q/C the DVT.

Note:

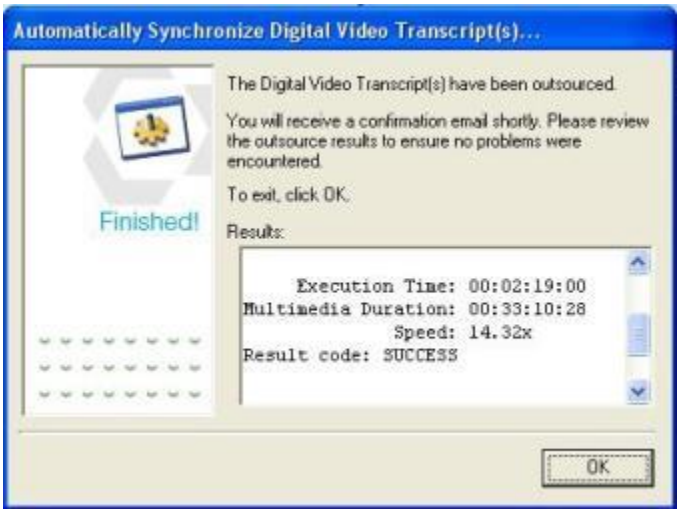
If you do not have an active Internet connection you will not be able to continue past this point! In addition, if you have exhausted all of the Sync Credits in your account, you will not be able to continue. In the **File** menu, click **Login to TimeCoder Pro Administrator...** and login to purchase additional Sync Credits using the **Add Sync Credits** tab. More Information

8. Click **Begin** to begin compressing the files and sending them to inData.

Automatically Synchronize Digital Video Transcript(s)...
The selected Digital Video Transcripts will be compressed and sent to inData Corporation.
Your account will be charged: $4.83
This process could take some time depending on the size of the selected Digital Video Transcripts.
Working
To begin the outsourcing process, click Begin.
To backup click Back, or to exit click Cancel.
Processing: Poli, Michael (Vol. 01) - 07/21/1995 [CV...
Compressing audio for 'PoliExcerpt.mpg'
Cancel
< Back
Next >
Begin

9. Click **OK** when the files have been sent. You can track the progress of the outsourced Digital Video Transcripts in your TimeCoder Pro Administrator

account. After the Digital Video Transcripts have been processed, they will be ready for pickup.

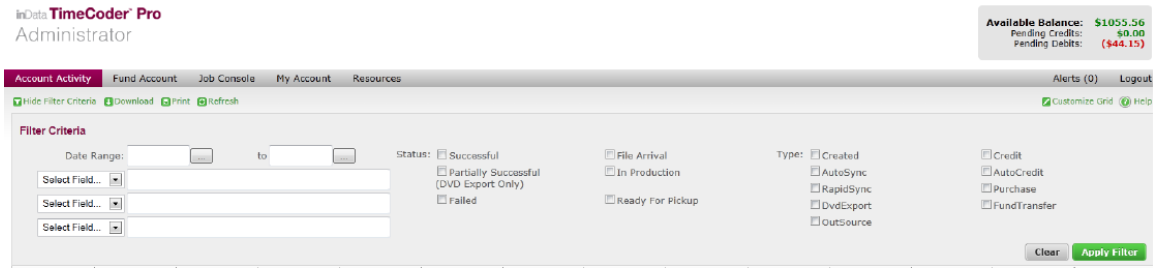

Automatically Synchronize Digital Video Transcript(s)...
Finished!
The Digital Video Transcript(s) have been outsourced.
You will receive a confirmation email shortly. Please review the outsource results to ensure no problems were encountered.
To exit, click OK.
Results:
Execution Time: 00:02:19:00
Multimedia Duration: 00:33:10:28
Speed: 14.32x
Result code: SUCCESS
OK

Note:

These results are also sent to the corresponding TimeCoder Pro Administrator account.

Monitoring Outsourced Jobs in TimeCoder Pro Administrator

After you send a job to inData, you can monitor the status from a Web browser on any computer using TimeCoder Pro Administrator. In the Account Activity area, you can filter the grid to show only jobs with a specified Status (i.e. File Arrival, In Production, or Ready For Pickup) and select "OutSource" in the Type column.



When you view items in the Account Activity grid, look at the Status column. Initially after you send the job to inData, the Status column will show "File Arrival":

Type	Status
OutSource	File Arrival

When the job is complete and ready for pickup (download), the Status will show "Ready for Pickup":

Type	Status
OutSource	Ready For Pickup

After you pickup (download) the DVT, the Status will show "Successful":

Type	Status
OutSource	Successful

Picking Up Digital Video Transcripts from inData

Timecoding jobs that have been sent to inData for processing can be retrieved directly from TimeCoder Pro when they are complete.

To pickup outsourced Digital Video Transcripts

1. Select **Pickup outsourced Digital Video Transcript(s)** from the **File** menu.
2. TimeCoder will begin checking for outsourced Digital Video Transcripts that are ready for pickup.

Pickup Digital Video Transcripts
TimeCoder Pro is checking for outsourced Digital Video Transcripts which are ready for pickup.
Ben, Nealy (Vol. 01) - 08/15/2003
Claude, Slaggenhop (Vol. 01) - 01/24/2002
Taggart, Dagny (Vol. 01) - 03/19/2004
Digital Video Transcript
This process could take a few minutes.
Downloading: Ben, Nealy (Vol. 01) - 08/15/2003
OK
Cancel

3. Outsourced DVTs that are ready will begin to download. When the progress bar reaches the end, the DVTs that are ready for pickup will be displayed with a green indicator icon. Any DVTs that are *not* ready for pickup will be displayed with a red 'X' icon, as shown below.

Pickup Digital Video Transcripts
TimeCoder Pro is checking for outsourced Digital Video Transcripts which are ready for pickup.
Ben, Nealy (Vol. 01) - 08/15/2003
Claude, Slaggenhop (Vol. 01) - 01/24/2002
Taggart, Dagny (Vol. 01) - 03/19/2004
Digital Video Transcript
Finished.
OK
Cancel

4. Click **OK** to close the dialog. You can now open the completed DVT and export to a DepoView volume.

Linking Exhibits

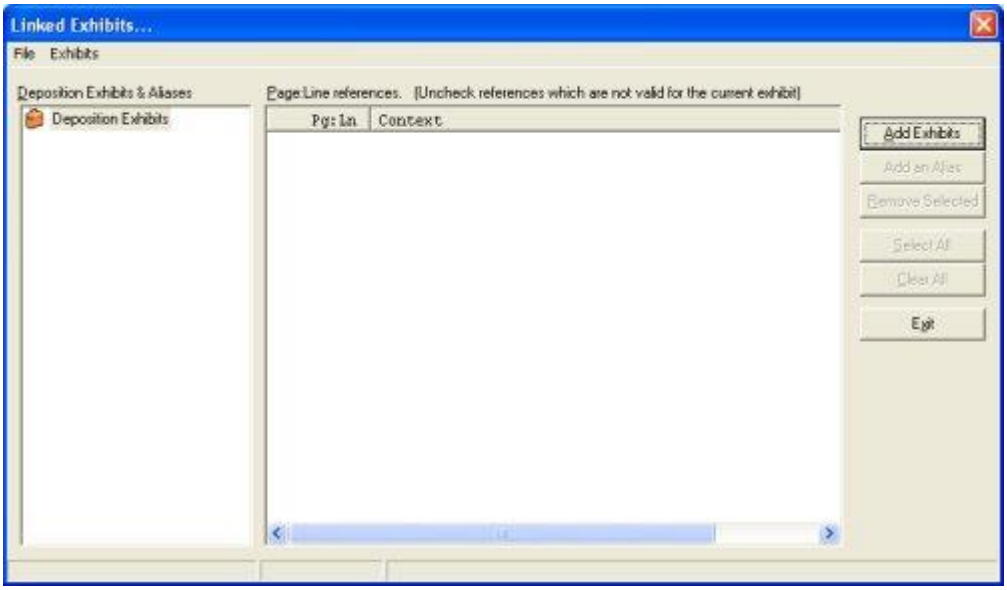
Topics:

Adding Exhibits
Adding an Exhibit Alias
Removing an Exhibit or Alias

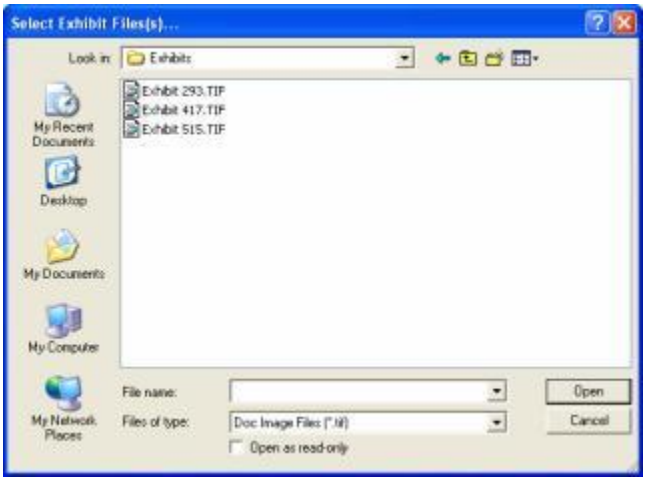
TimeCoder Pro allows you to link exhibits to a Digital Video Transcript and automatically finds all references to the exhibit within the transcript. When the Digital Video Transcript is viewed in DepoView, a link will appear in the column next to the transcript line where the exhibit is mentioned. From DepoView, you can export a Digital Video Transcript with linked exhibits into TrialDirector, CT Summation Enterprise or iBlaze, or LiveNote 9.0 (or higher).

Adding Exhibits

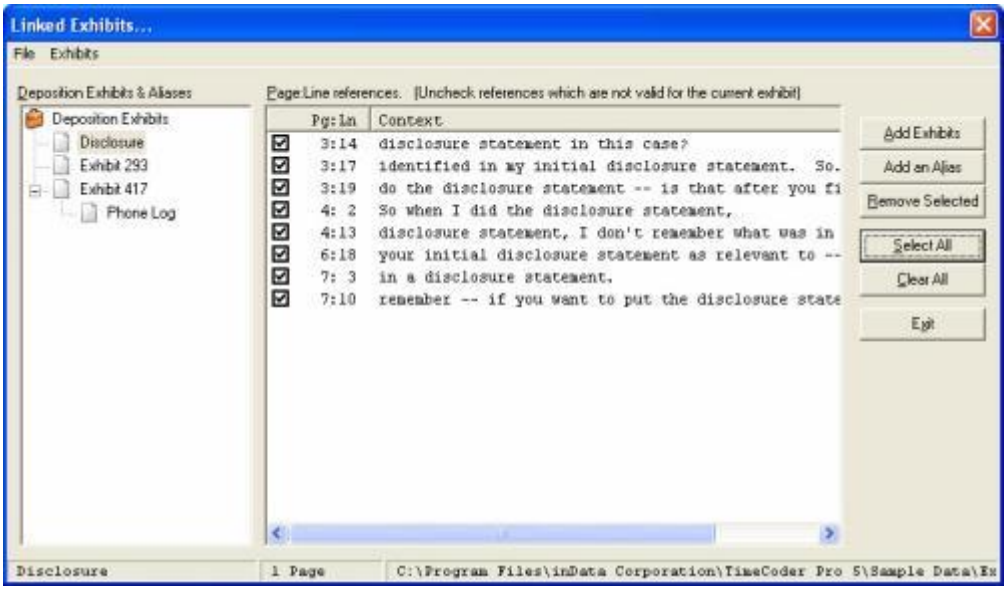
1. To open the Linked Exhibits window, select **Linked Exhibits...** from the **View** menu.



2. Click **Add Exhibits**.



3. Select the exhibit you wish to add and click **Open**.


Linked Exhibits...
File Exhibits
Deposition Exhibits & Aliases
Deposition Exhibits
Disclosure
Exhibit 293
Exhibit 417
Phone Log
Page:Line references. (Uncheck references which are not valid for the current exhibit)
Pg:Ln
Context
3:14 disclosure statement in this case?
3:17 identified in my initial disclosure statement. So.
3:19 do the disclosure statement -- is that after you fi
4: 2 So when I did the disclosure statement,
4:13 disclosure statement, I don't remember what was in
6:18 your initial disclosure statement as relevant to --
7: 3 in a disclosure statement.
7:10 remember -- if you want to put the disclosure state
Add Exhibits
Add an Alias
Remove Selected
Select All
Clear All
Exit
Disclosure
1 Page
C:\Program Files\inData Corporation\TimeCoder Pro 5\Sample Data\Ex

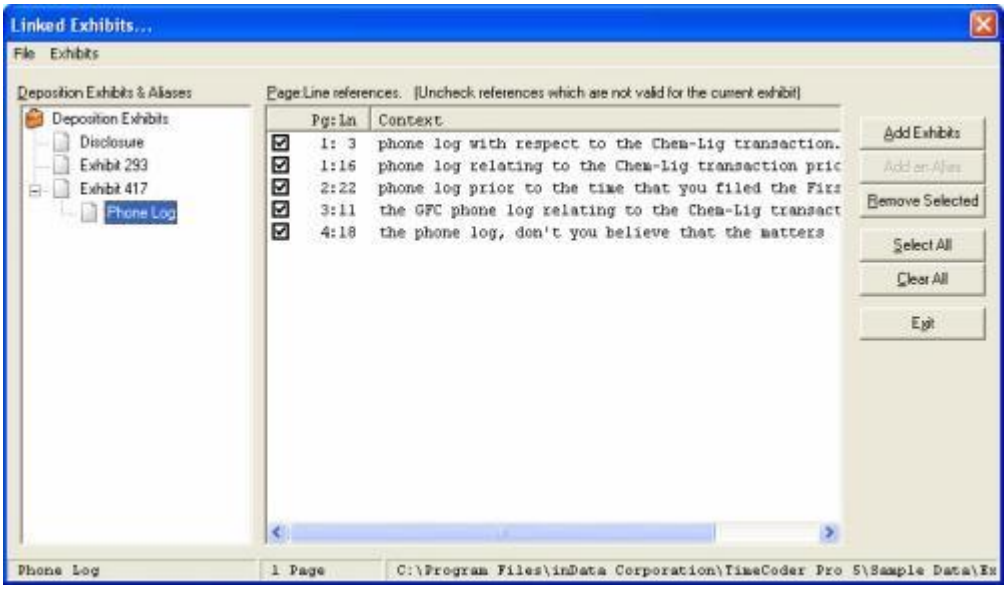
4. TimeCoder Pro automatically finds all page:line references to the exhibit in the transcript, based on the filename. If any of the references are invalid, click the checkmark next to the invalid reference to omit it when the Digital Video Transcript is exported. To remove the checkmark from all of the references, click **Clear All**. To put a checkmark next to all of the references, click **Select All**.

Adding an Exhibit Alias

If an exhibit has another name by which it is referenced in the transcript, such as its title, you can add an "alias" to the exhibit.

1. Select **Linked Exhibits...** from the **View** menu to open the Linked Exhibits window if it is not already open.
2. Select the exhibit you want to assign an alias to, and click **Add an Alias**.

3. Enter the exhibit alias and click **OK**.


Linked Exhibits...
File Exhibits
Deposition Exhibits & Aliases
Deposition Exhibits
Disclosure
Exhibit 293
Exhibit 417
Phone Log
Page:Line references. (Uncheck references which are not valid for the current exhibit)
Pg:Ln
Context
1: 3 phone log with respect to the Chem-Lig transaction.
1:16 phone log relating to the Chem-Lig transaction pric
2:22 phone log prior to the time that you filed the Firs
3:11 the GFC phone log relating to the Chem-Lig transact
4:18 the phone log, don't you believe that the matters
Add Exhibits
Add an Alias
Remove Selected
Select All
Clear All
Exit
Phone Log
1 Page
C:\Program Files\inData Corporation\TimeCoder Pro 5\Sample Data\Ex

4. TimeCoder Pro automatically finds all page:line references to the exhibit in the transcript, based on the alias. If any of the references are invalid, click the checkmark next to the invalid reference to omit it when the Digital Video Transcript is exported. To remove the checkmark from all of the references, click **Clear All**. To put a checkmark next to all of the references, click **Select All**.

Removing an Exhibit or Alias

1. To remove an exhibit or exhibit alias, select the exhibit or alias you would like to remove and click **Remove Selected**.

2. Click **Yes** to remove the exhibit or alias. The exhibit or alias and all of its associated page:line references will be removed.

Note:

If you remove an exhibit, all of its aliases and corresponding page:line references will be removed as well.

Searching a Transcript

Topics:

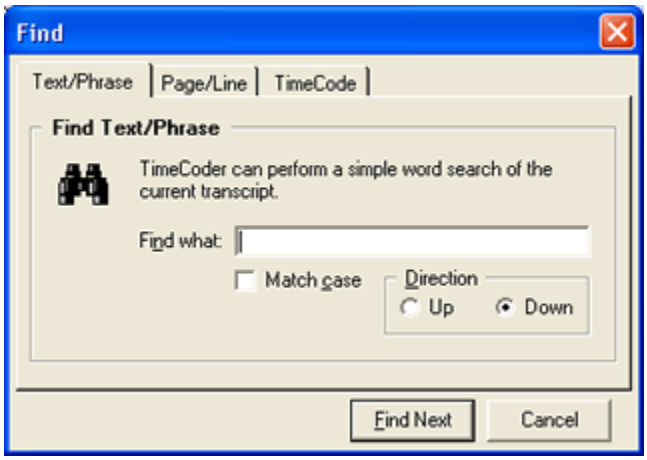
Finding a Text/Phrase
Finding a Page/Line
Finding a Timecode

TimeCoder Pro allows you to search a transcript by Text/Phrase, Page/Line, or Timecode.

Finding a Text/Phrase

The Text/Phrase search allows you to find specific text in the transcript.

1. To search by Text/Phrase, select **Find...** from the **Edit** menu and select the *Text/Phrase* tab on the Find dialog window.



2. Type in the text or phrase you want to search for in the **Find What:** box.

Note:

TimeCoder will only find text that exists within one line of the transcript. In other words, if there is a carriage return separating the phrase, it will not be found by TimeCoder using the Text/Phrase option.

3. Select the **Match Case** option if you would like the search to be case sensitive.
4. Select whether you want TimeCoder to search **Up** or **Down** from the current position of the cursor in the transcript.
5. Click **Find Next** to begin the search. The text in the Transcript Window moves to display the first occurrence of the search text.

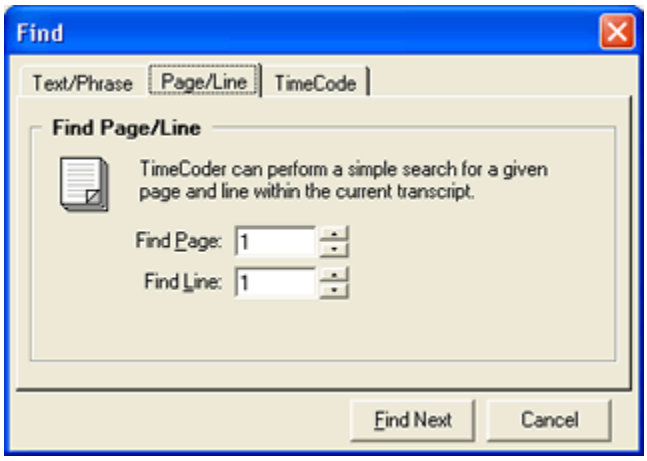
   Note:

   You may need to move the **Find** dialog window if it is covering the transcript. The "found" text may be behind it.
6. If this is not the specific instance you are looking for, click **Find Next** to move to the next occurrence in the search.

Finding a Page/Line

The Page/Line search allows you to find a particular page and line number in the transcript.

1. To search by Page/Line, select **Find Page/Line** from the **Edit** menu or select the **Page/Line** tab on the **Find** dialog window.



2. Type the page and line number you want to jump to in the transcript or use the Up and Down arrows on your keyboard to increase or decrease the current page or line number selection.
3. Click **Find Next** to jump to the selected location in the transcript.

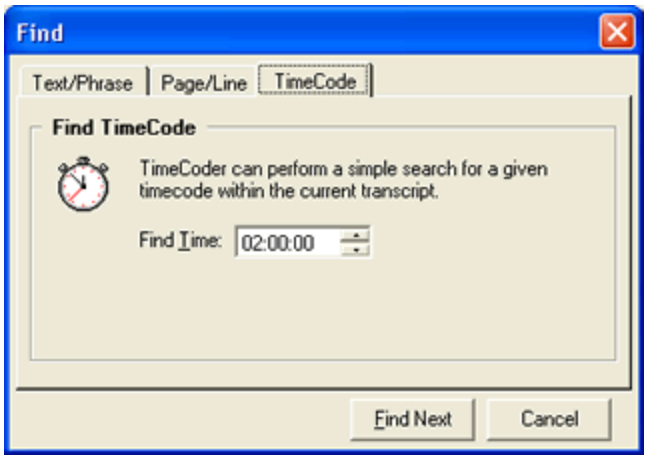
Note:

Specifying a line number is optional.

Finding a Timecode

The timecode search allows you to find a timestamp in the transcript.

1. To search by timecode, select **Find Time** from the **Edit** menu or select the **TimeCode** tab on the **Find** dialog window.



2. Type in the desired time or use the Up or Down arrows to increase or decrease the current time selection.
3. Click **Find Next** to jump to the selected timestamp in the transcript.

Formatting a Transcript

Topics:

Applying Page / Line Formatting
Applying Word Wrapping

Before you create a DVT, you have the option to format your original transcript so that it loads properly into TimeCoder Pro. The formatting wizard will apply page and line formatting to a transcript or unformatted text file and also apply word wrapping.

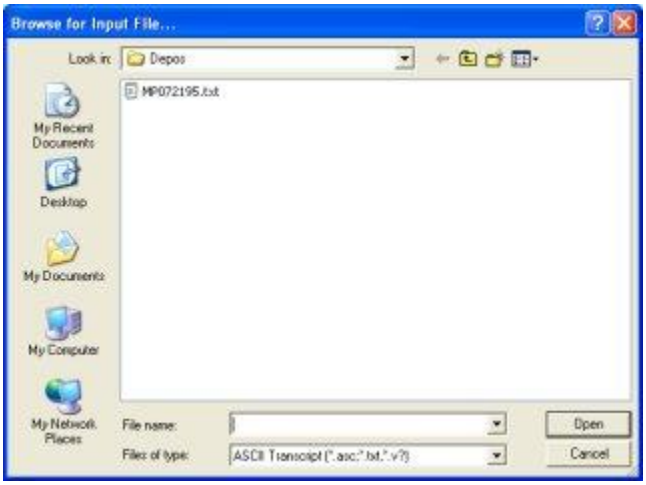
Applying Page/Line Formatting to a Transcript

Follow these steps to format a transcript:

1. Close any Digital Video Transcript that may be open.
2. Select **Apply Page/Line Formatting...** from the **Tools** menu.

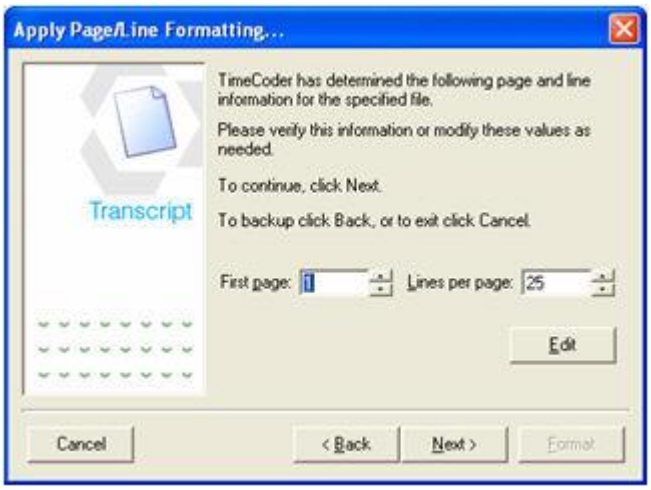
Apply Page/Line Formatting...
This wizard will apply page and line formatting to a transcript or unformatted text file.
Please enter a path and filename for the input transcript or text file below.
To continue, click Next.
To exit click Cancel.
Transcript
Select the input path and filename:
Browse
Cancel
< Back
Next >
Format

3. Enter the folder and filename of the original transcript you want to format, or click **Browse** to find the transcript.
   a. If you select **Browse**, the following window appears:

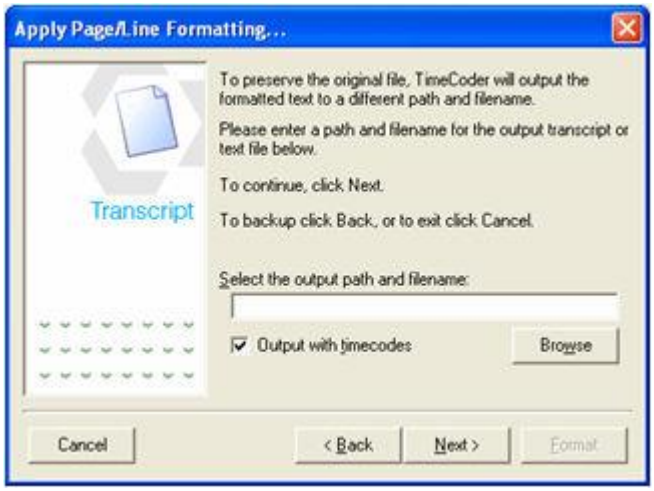


   b. Select the transcript you wish to format and click **Open**.
4. When the desired folder and filename are selected, click **Next**.

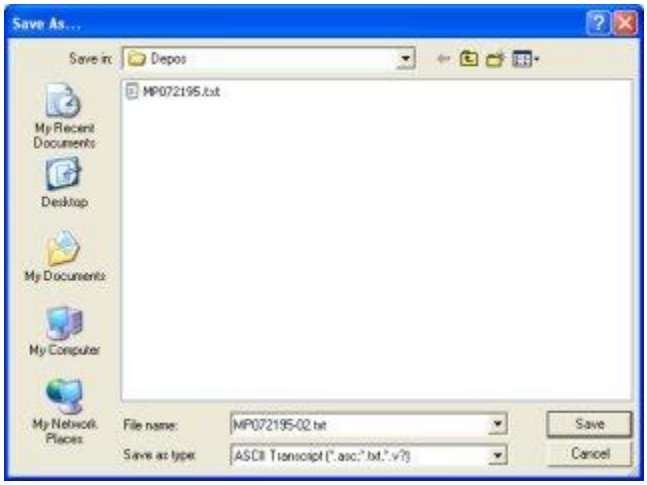
5. TimeCoder Pro will automatically determine the page and line information for the specified transcript. Verify the information listed and modify the values as necessary. If you need to view the transcript, click **Edit** and the transcript will open in WordPad for your review.


Apply Page/Line Formatting...
TimeCoder has determined the following page and line information for the specified file.
Please verify this information or modify these values as needed.
To continue, click Next.
To backup click Back, or to exit click Cancel.
Transcript
First page: 1
Lines per page: 25
Edit
Cancel
< Back
Next >
Format

6. Click **Next** to continue.


Apply Page/Line Formatting...
To preserve the original file, TimeCoder will output the formatted text to a different path and filename.
Please enter a path and filename for the output transcript or text file below.
To continue, click Next.
To backup click Back, or to exit click Cancel.
Transcript
Select the output path and filename:
Output with timecodes
Browse
Cancel
< Back
Next >
Format

7. In order to preserve the original transcript file, enter a different destination folder and filename for the formatted transcript, or click **Browse** to select the destination folder and filename.
   a. If you click **Browse**, the following window appears:



b. Select the desired destination folder and type a name for the formatted transcript. Click **Save** to save the selection.

8. If you want the timecodes from the original transcript to be in the formatted transcript, select the *Output with timecodes* option.
9. Click **Next** to continue.

Apply Page/Line Formatting...
Working
The transcript or text file will now be formatted using the specified page and line information.
This process could take a few moments depending on the size of the specified file.
To begin the formatting process, click Format.
To backup click Back, or to exit click Cancel.
Progress:
Cancel
< Back
Next >
Format

10. Click **Format** to continue. When the progress bar reaches the end, the format is complete.

Apply Page/Line Formatting...
Finished!
The transcript or text file has been formatted.
Please review the formatting results carefully to ensure no warnings were issued.
To exit, click OK.
Results:
The operation was completed successfully.
OK

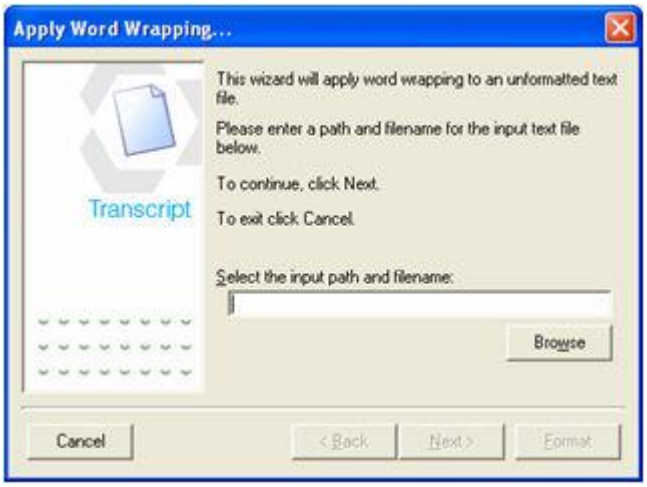
11. Verify that the operation was completed successfully and that there are no errors.
12. Click **OK** to complete the formatting process.

Applying Word Wrapping

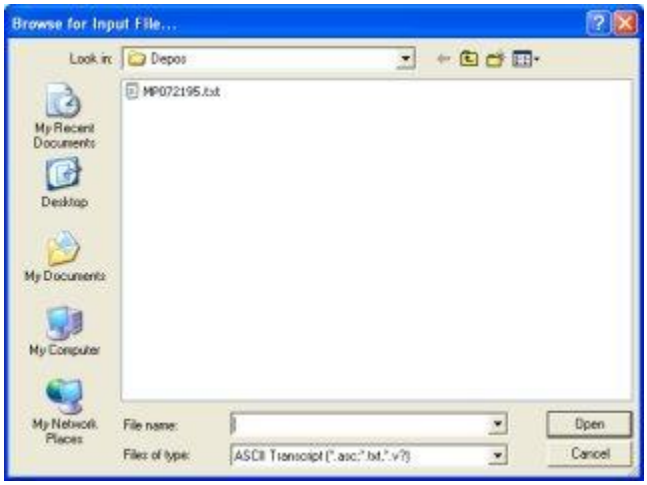
TimeCoder will assist you in applying word wrapping to an unformatted text file.

To apply word wrapping,

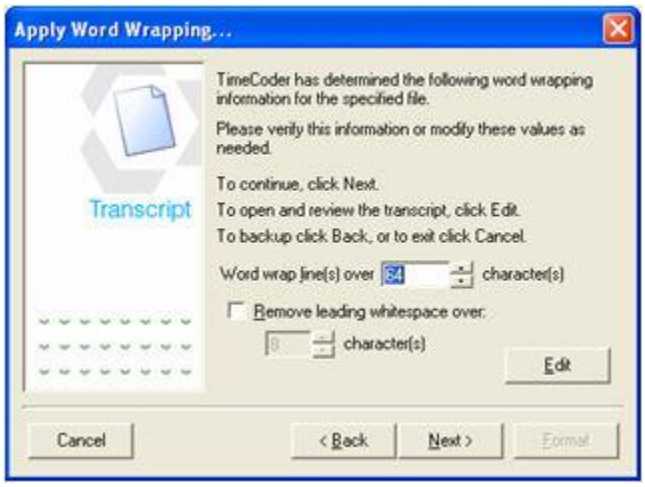
1. Close any Digital Video Transcript that may be open.
2. Select **Apply Word Wrapping...** from the **Tools** menu.


Apply Word Wrapping...
This wizard will apply word wrapping to an unformatted text file.
Please enter a path and filename for the input text file below.
To continue, click Next.
To exit click Cancel.
Transcript
Select the input path and filename:
Browse
Cancel
< Back
Next >
Format

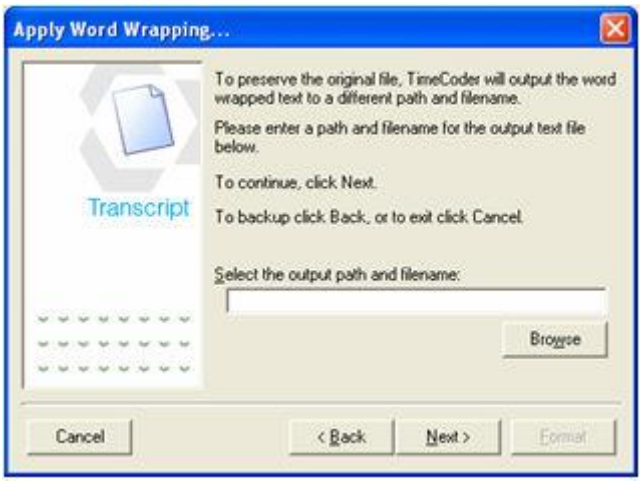
3. Enter the folder and filename of the original transcript you want to format, or click **Browse** to find the transcript.
   a. If you select **Browse** the following window appears:



   b. Select the transcript you wish to format and click **Open**.
4. When the desired folder and filename are selected, click **Next**.


Apply Word Wrapping...
TimeCoder has determined the following word wrapping information for the specified file.
Please verify this information or modify these values as needed.
To continue, click Next.
To open and review the transcript, click Edit.
To backup click Back, or to exit click Cancel.
Transcript
Word wrap line(s) over
character(s)
Remove leading whitespace over:
character(s)
Edit
Cancel
< Back
Next >
Format

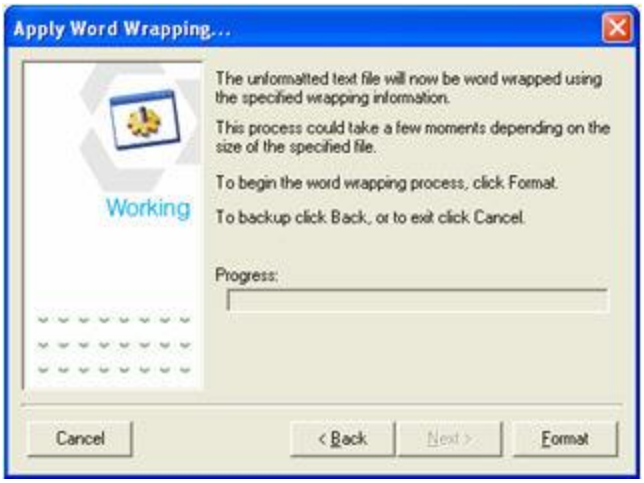
5. Determine how many characters you would like to appear on each line and make any necessary adjustments. If you need to review the original file, click **Edit** and the file will be opened in WordPad for your review.
6. If you would like whitespace over a certain number of characters to be removed in the formatted transcript, select the *Remove leading whitespace over* option and specify the minimum number of whitespace characters that must be in a row for the whitespace to be removed.
7. Click **Next** to continue.


Apply Word Wrapping...
To preserve the original file, TimeCoder will output the word wrapped text to a different path and filename.
Please enter a path and filename for the output text file below.
To continue, click Next.
To backup click Back, or to exit click Cancel.
Transcript
Select the output path and filename:
Browse
Cancel
< Back
Next >
Format

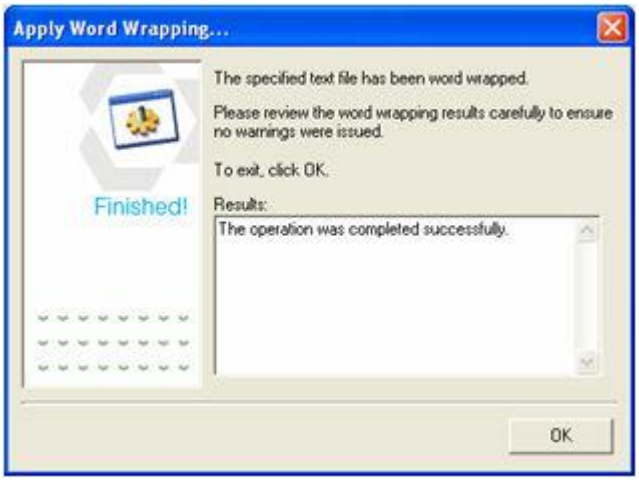
8. In order to preserve the original transcript file, enter a different destination folder and filename for the formatted transcript, or click **Browse** to select the destination folder and filename.
    1. If you click **Browse**, the following window appears:

b. Select the desired destination folder and type a name for the formatted transcript. Click **Save** to save the selection.

9. When the desired folder and filename are selected, click **Next**.


Apply Word Wrapping...
Working
The unformatted text file will now be word wrapped using the specified wrapping information.
This process could take a few moments depending on the size of the specified file.
To begin the word wrapping process, click Format.
To backup click Back, or to exit click Cancel.
Progress:
Cancel
< Back
Next >
Format

10. Select **Format** to continue. When the progress bar reaches the end, the format is complete.


Apply Word Wrapping...
Finished!
The specified text file has been word wrapped.
Please review the word wrapping results carefully to ensure no warnings were issued.
To exit, click OK.
Results:
The operation was completed successfully.
OK

11. Verify that the operation was completed successfully and that there are no errors.
12. Click **OK** to complete the formatting process.

DepoView and DepoView DVD Feature Comparison

You can save ready-to-view synchronized transcripts and video from TimeCoder Pro to CD or DVD. Both formats enable your clients to download free DepoView software to search for keywords in transcripts, view video, create video clips for trial, print condensed transcripts, send selected segments to Microsoft PowerPoint, and more. DepoView DVD gives your clients the added flexibility to view just the transcript or the synchronized transcript and video on a standalone DVD player (as well as on a computer DVD drive), and to jump to a selected page in the in transcript or video.

	DepoView 6 Software	DepoView DVD (includes DepoView software)
Description	Video review software that enables the user to view a video deposition, the associated transcript, and exhibits on a computer. Features include: Search for key words in the transcript, create video clips for trial, print full or condensed transcripts, export entire video or segments to other popular software programs, take snapshots of video frames, and more.	Hybrid DVD/software tool for viewing video depositions (patent-pending). User can view video depositions and associated transcripts on a standard DVD player or computer. Includes download of DepoView software. When played with a standard DVD player, DepoView DVD provides three options to the user: (1) review the video deposition; (2) read the entire transcript, or (3) jump directly to a selected page in the transcript or video.
How it Works	DepoView data files are provided to your client on a CD-ROM or DVD-ROM data disk. When the user inserts the disk into their PC, they are directed to a Web page to download DepoView software.	A DVD is provided to your client. User can immediately play DVD on any standard DVD player. When the user inserts the DepoView DVD into a PC, they are directed to a Web page to download complimentary DepoView software.
Link to Images	DepoView Software Images	DepoView DVD Images
Features Important to You		
Cost to Export	Free	$5 per copy of a deposition successfully burned. (Note that the fee is only $5 even if the deposition spans several DVDs.)
Marketing Advantages	Your company's logo appears in the software's opening screen. Your company's information appears under the "Help" menu and on the Web page when user downloads	All items mentioned under DepoView software are available. Your company's logo and contact information also appears in the opening screen of DepoView DVD.

	DepoView software.	
File Types Supported	MPEG-1, MPEG-2, MPEG-4*, WMV, WMA, MP3, WAV	MPEG-1, MPEG-2, VOB
MPEG-2 Codec included?	No	Yes
Encode & Sync Directly from AVI/DV files?	No. You must convert AVI/DV files to MPEG format first before you use TimeCoder Pro to synchronize the videos with the transcripts. (May require hardware MPEG encoders.)	Yes. You can immediately synchronize AVI/DV files with transcripts. No prior conversion is needed, which eliminates the need to purchase additional hardware MPEG encoders.
Data Storage	700 MB per CD. (A full day of depositions may require several CDs.)	8.5 GB of data on each dual-layer DVD (equivalent to one full day of depositions).
Features Important to Your Clients		
Subtitle Support	Yes, in preview screen only.	Yes. User can enable/disable subtitles using the DVD player controls.
Third-Party Integration	Exports full video or clips to inData TrialDirector, CT Summation, LiveNote, and Microsoft PowerPoint.	All export options mentioned under DepoView software are available. The following load files are automatically included on the DVD for import into other applications: • .AMI (AMICUS transcript) • .CMS (inData TrialDirector standard load file) • .OLL (inData TrialDirector exhibits load file) • .MDB (Sanction load file) • .SBF (CT Summation transcript, exhibit load file) • .DII (CT Summation load file) • .PTF/.VID (LiveNote load file) • .EXH (LiveNote exhibits load file) • .PTS (Timaro Post-Production Timestamp file) • .TXT (ASCII transcript) • .XML (OpenDVT XML)

When you have determined the best format for your client, click the appropriate link below to view step-by-step instructions:
Exporting to DepoView (CD)
Creating a DepoView DVD

Creating a DepoView DVD

You can create DepoView DVDs to enable your clients to view their synchronized transcripts from any standalone DVD player or computer with DVD drive. For each deposition you successfully export to DVD, $5 is deducted from your account to cover licensing charges. (Note that the fee is only $5 even if the deposition spans several DVDs.)

Before you create a DepoView DVD

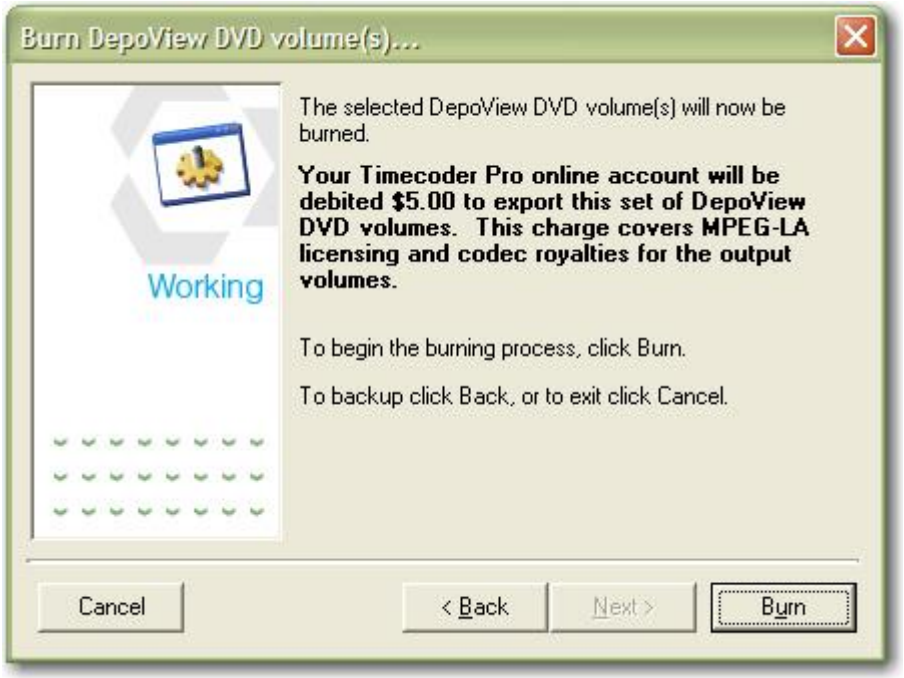
- Obtain blank DVD disc(s). If your computer is equipped with more than one DVD burner, you can burn multiple copies simultaneously. inData recommends you use DL (double layer) DVD discs, which can hold approximately 4 hours of deposition video each without any transcoding.
- Review DepoView and DepoView DVD Feature Comparison to ensure you understand the DepoView DVD features.
- Review the system requirements to ensure your system meets or exceeds them.
- Ensure the multimedia files synchronized with the transcript are supported for export to DepoView DVD.
- If your transcript includes multimedia files that exceed the capacity of one DVD disc, use the Multimedia Manager to group the files to include on each disc.
- Close all other programs on your computer. If your transcript includes large multimedia files and/or transcoding is required, run the burn process at night.

To create a DepoView DVD

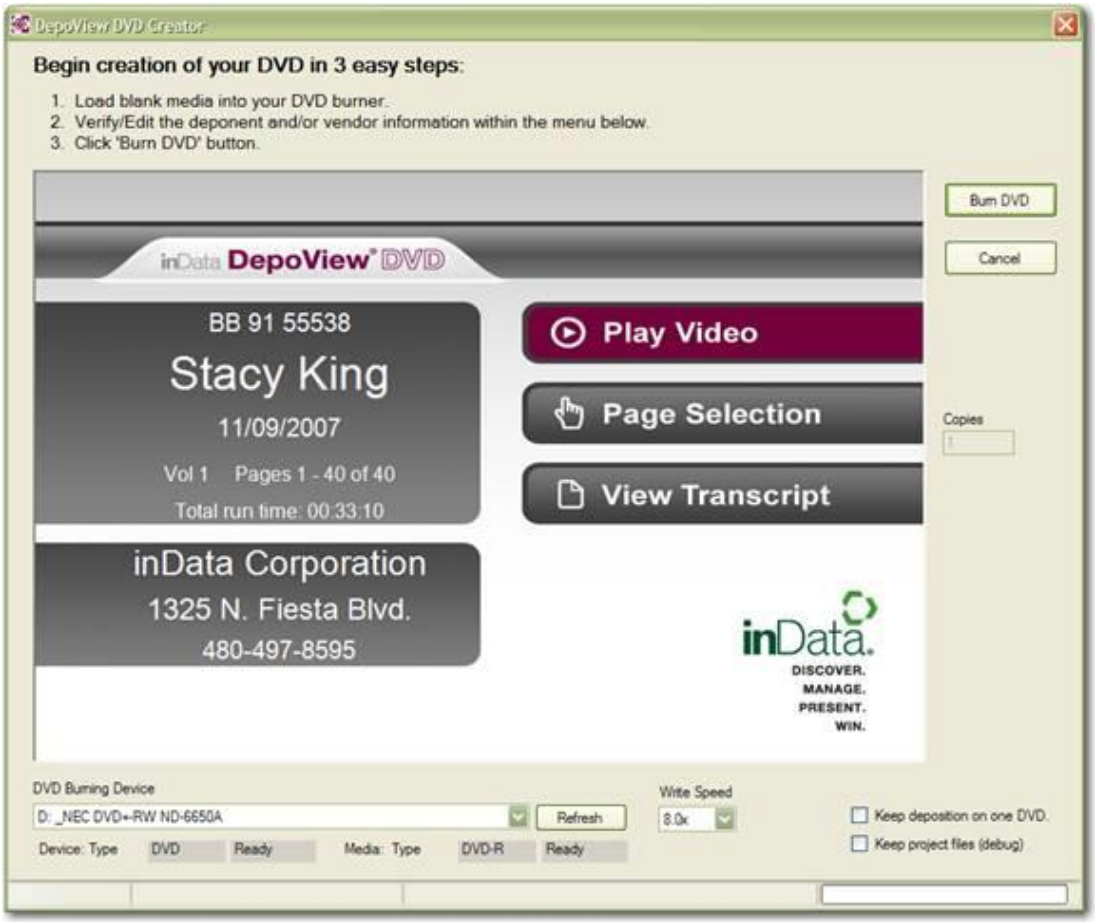
1. Open a Digital Video Transcript that has already been synchronized and reviewed for quality control. These transcripts are usually marked as "Finished and ready for Export".
2. On the **File** menu, point to **Export to** and then click **DepoView DVD volumes**….
3. Enter the number of copies you want to burn to DVD. You will be charged $5 per copy of a deposition.

Burn DepoView DVD volume(s)...
Digital Video Transcript
This wizard will help you to burn a Digital Video Transcript as one or more DepoView DVD volume(s) suitable for playback on a commercial DVD player or on your PC.
DepoView DVD Volumes support on-screen navigation with any commercial DVD player to display transcript, video, synchronized subtitles and more.
To continue, click Next.
To exit, click Cancel.
Number of DepoView discs to burn:
1
Cancel
< Back
Next >
Burn

4. The program provides an estimate of charges before beginning the burning process. You will only be charged for DVDs that are successfully burned.


Burn DepoView DVD volume(s)...
Working
The selected DepoView DVD volume(s) will now be burned.
Your Timecoder Pro online account will be debited $5.00 to export this set of DepoView DVD volumes. This charge covers MPEG-LA licensing and codec royalties for the output volumes.
To begin the burning process, click Burn.
To backup click Back, or to exit click Cancel.
Cancel
< Back
Next >
Burn

5. The **DepoView DVD Creator** screen appears. Review the information for accuracy. This information will ultimately appear on the home page of the DepoView DVD that you burn.
6. If needed, you can edit the case number (e.g. insert the case name in its place), deponent's name, date, and your company information. To save your changes in each of these fields, press ENTER after you type your changes.



7. If you are using a double-layer (DVD9) disc and you want the entire deposition to be burned on one disc, select **Keep deposition on one DVD**. (If you change the disc loaded in the burner, click the **Refresh** button to enable this option.)
   The estimated completion time appears in the lower right-hand corner.

   Note:

   If you select this option, TimeCoder Pro may need to transcode your video to make it fit on one DVD. This could affect the quality of the video and may take longer to burn. For example, it takes 60-70 minutes to transcode 2 hours of MPEG-2 video.
8. Do not change the **Write Speed** unless you have previously encountered a buffer under-run and need to lower the speed.
   The default Write Speed is automatically determined by the type of media mounted in the drive and the performance of the DVD burner.
9. Click the **Burn DVD** button. The program begins burning your deposition to DVD. On average, burning takes 8-20 minutes per DVD disc, depending on the source file and amount of necessary transcoding. You can burn multiple copies simultaneously if you have multiple DVD burning devices connected to your computer.
10. When the burning process is complete, you are notified of the actual charges to your account. The amount charged to your account is displayed in TimeCoder Pro Administrator on the Account Activity tab.

11. Your DepoView DVD is now ready to play in any standard DVD player or personal computer equipped with a DVD drive.
    Each DepoView DVD includes the MPEG-2 codec (necessary to accurately view any MPEG-2 files included on DepoView DVDs), and a complimentary download of DepoView software for your clients. The codec is automatically installed when using DepoView software, or your client can install the MPEG-2 codec manually if needed.

Including Your Company Logo on DepoView DVDs

You can replace the default inData logo that appears at the bottom right of the DepoView DVD menu page with your company logo. Once you complete the steps below, your logo will be used each time you create a DepoView DVD.

To include your logo

1. Create a bitmap graphic that is 72 DPI and 280 x 120 pixels in size.
2. Save it as Logo.bmp.
3. Copy the Logo.bmp file to the VendorData folder.
   By default, this location is C:\Documents and Settings\All Users\Application Data\inData\inDVDDepo\6.x\VendorData
4. Click **Yes** to confirm you want to overwrite the existing file.

Playing DepoView DVDs

You or your clients can play DepoView DVDs on a computer equipped with a DVD drive, or on any standard DVD player.

PC DVD Drive

When loaded on a PC, the user is directed to a Web page to download complimentary DepoView software. Each DepoView DVD also includes the MPEG-2 codec (necessary to accurately view any MPEG-2 files included on DepoView DVDs). The codec is automatically installed when using DepoView software, or your client can install the MPEG-2 codec manually if needed.

Standard DVD Player

When played with a standard DVD player, DepoView DVD provides three options to the user: (1) review the video deposition, (2) read the entire transcript, or (3) jump directly to a selected page in the transcript or video.

When the user reviews the video deposition, subtitles corresponding to the transcript text appear at the bottom of the screen against a semi-opaque area designed to make the text easy to view regardless of the video background color and any camera date/time indicators. Each line of subtitle text includes a Page:Line number reference to the location within the transcript.

The following images show the DVD menus.

Figure 1: DepoView DVD Main Menu

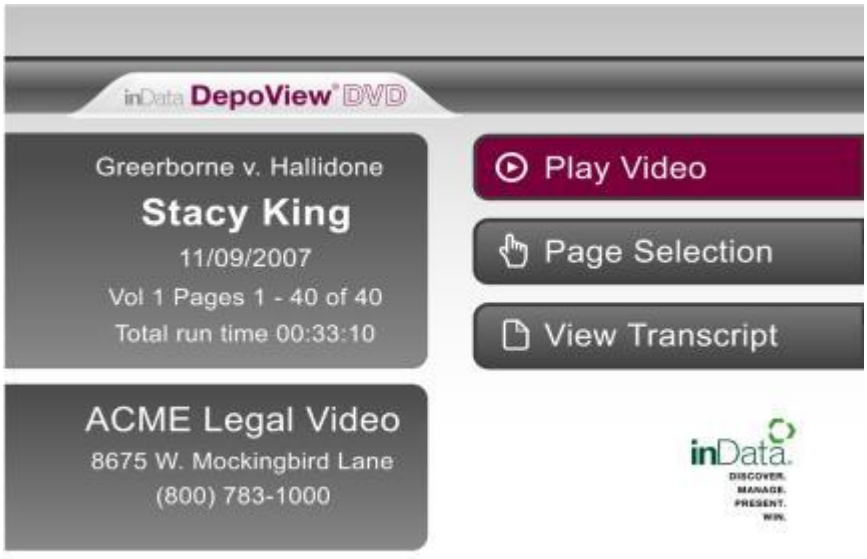


Figure 2: Page Selection

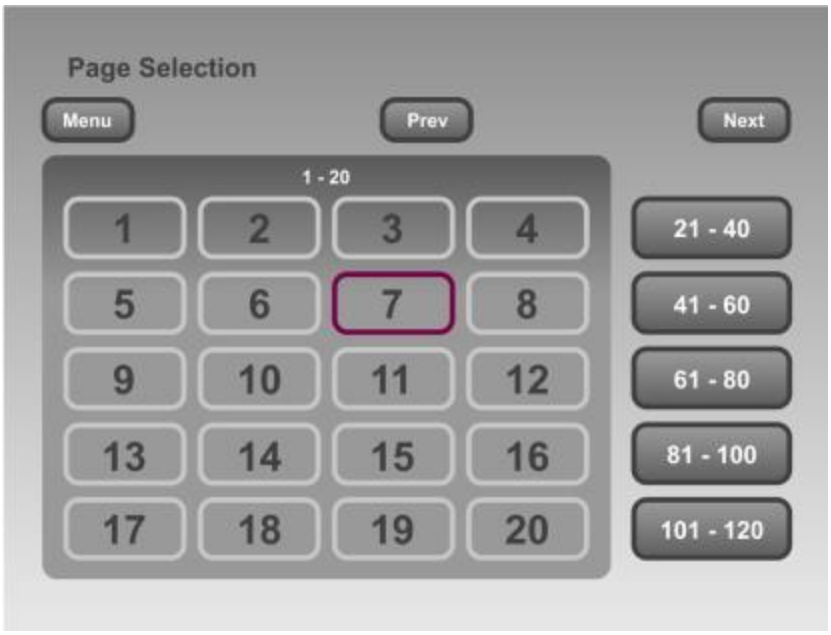
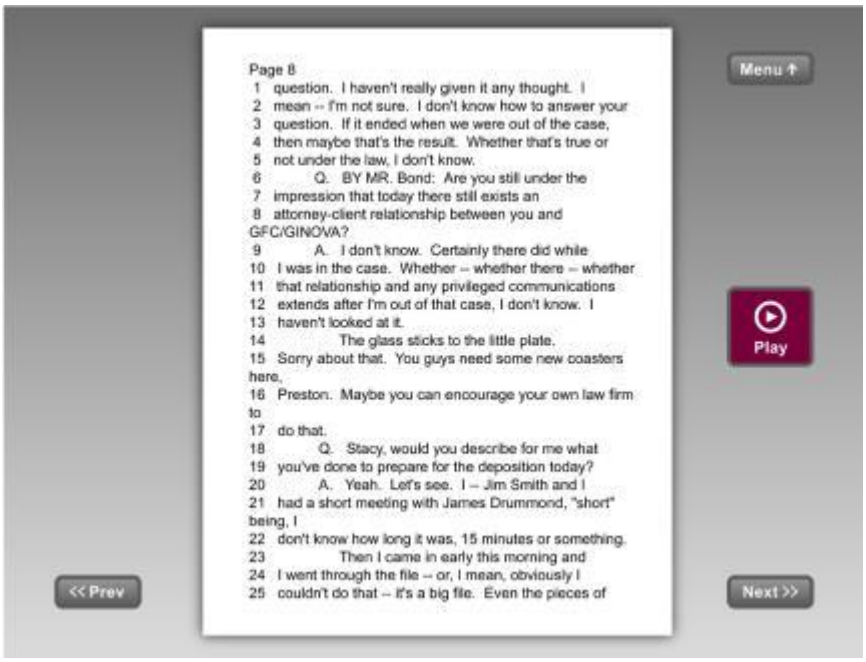


Figure 3: View Transcript


Page 8
1 question. I haven't really given it any thought. I
2 mean -- I'm not sure. I don't know how to answer your
3 question. If it ended when we were out of the case,
4 then maybe that's the result. Whether that's true or
5 not under the law, I don't know.
6 Q. BY MR. Bond: Are you still under the
7 impression that today there still exists an
8 attorney-client relationship between you and
GFC/GINOVA?
9 A. I don't know. Certainly there did while
10 I was in the case. Whether -- whether there -- whether
11 that relationship and any privileged communications
12 extends after I'm out of that case, I don't know. I
13 haven't looked at it.
14 The glass sticks to the little plate.
15 Sorry about that. You guys need some new coasters
here.
16 Preston. Maybe you can encourage your own law firm
to
17 do that.
18 Q. Stacy, would you describe for me what
19 you've done to prepare for the deposition today?
20 A. Yeah. Let's see. I -- Jim Smith and I
21 had a short meeting with James Drummond, "short"
being, I
22 don't know how long it was, 15 minutes or something.
23 Then I came in early this morning and
24 I went through the file -- or, I mean, obviously I
25 couldn't do that -- it's a big file. Even the pieces of
Menu
Play
<< Prev
Next >>

Exporting to DepoView (CD)

Before you export, review the DepoView and DepoView DVD Feature Comparison to ensure you select the best format to meet you and your clients' needs.

When a synchronized transcript is exported to a DepoView volume, a set of files is created so that the volume can be burned to CD and distributed to end users. When placed in a CD drive, a DepoView volume will automatically launch the DepoView application or prompt the user to download if it has not already been installed. Then, the synchronized transcript will play automatically.

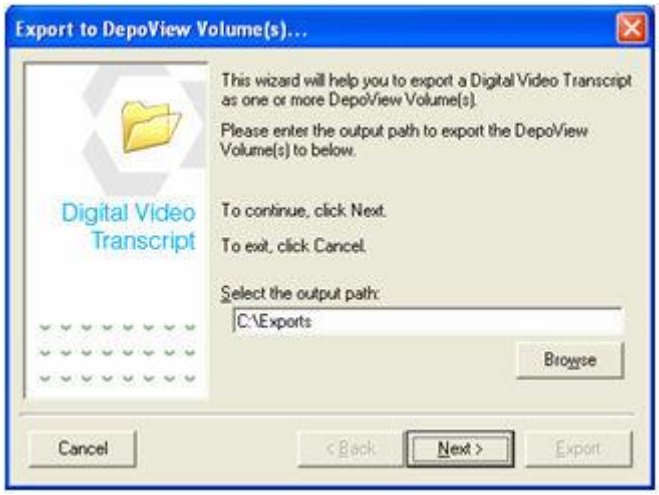
Note:

Attached exhibits are created via the Linked Exhibits feature in TimeCoder Pro. When you export a DepoView volume, the linked exhibits are copied to the 'Exhibits' folder. The CT Summation (*.dii), TrialDirector (*.oll) and LiveNote (*.exh) files will then include the attached exhibit information.

To export a Digital Video Transcript to a DepoView Volume

1. Open the synchronized Digital Video Transcript (DVT).
   Typically, the status of the transcript is "Finished and ready for Export".
2. On the **File** menu, point to **Export to**, then click **DepoView volume(s)**.

Note:


Export to DepoView Volume(s)...
This wizard will help you to export a Digital Video Transcript as one or more DepoView Volume(s).
Please enter the output path to export the DepoView Volume(s) to below.
Digital Video Transcript
To continue, click Next.
To exit, click Cancel.
Select the output path:
C:\Exports
Browse
Cancel
< Back
Next >
Export

3. Enter or browse to a destination folder for the DepoView volume(s). Then, click **Next**.
   The export path can be on a local disk, network drive or a UNC path. inData recommends that you verify the export path has enough drive space for the transcript and multimedia files.

4. If your synchronized transcript includes more than one multimedia file, you are prompted to select one of the following options:
   - **Single volume** - Select if you plan to put all files on one CD
   - **One volume for each multimedia file** - Select if your multimedia files each approach the capacity of a CD

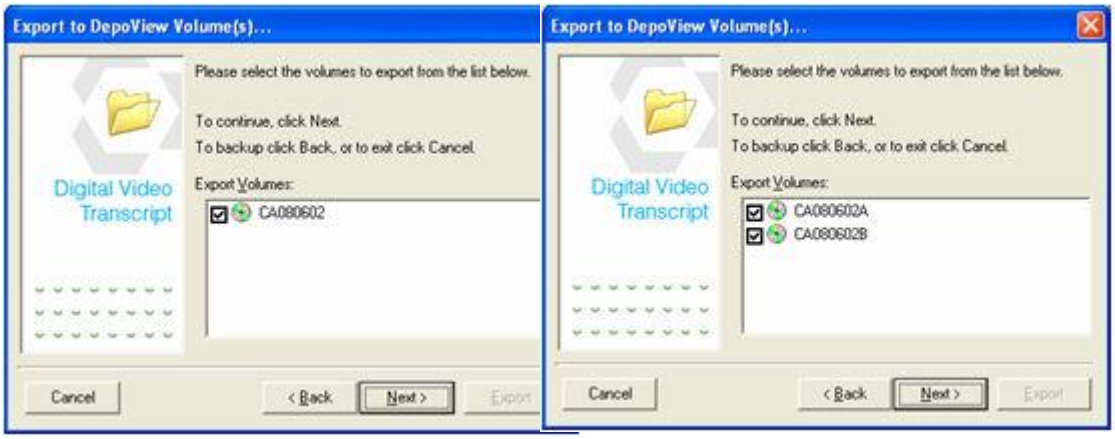
- **One volume for each multimedia group** - Select if you have created groups of multimedia files to include on each CD in the Multimedia Manager

Click **Next**.

Note:

TimeCoder Pro will automatically perform the Quality Control (QC) check. If there are any problems with the synchronized transcript, the Quality Control (QC) Check Results dialog box will appear, allowing you to correct the problems.

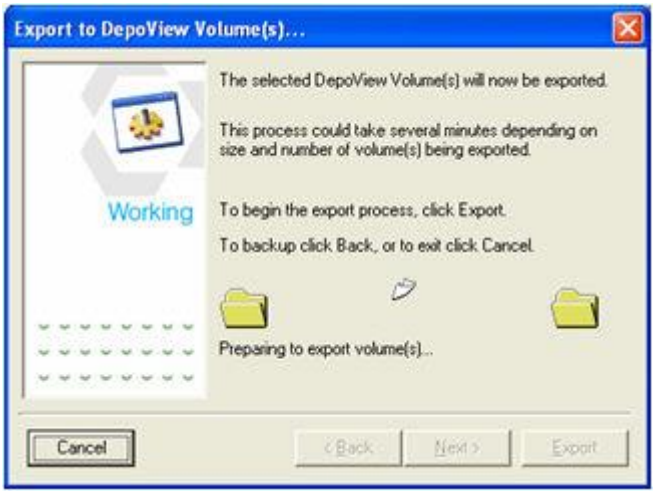
5. An icon appears for each volume. Ensure the volumes you want to export are selected. Then, click **Next**.
   The Volume Name is created based on the deponent's First Name/Last Name, the Deposition Date (MM/DD/YY), and the Deposition Part. (If the multimedia file resides on a CD, the CD name is used by default.)



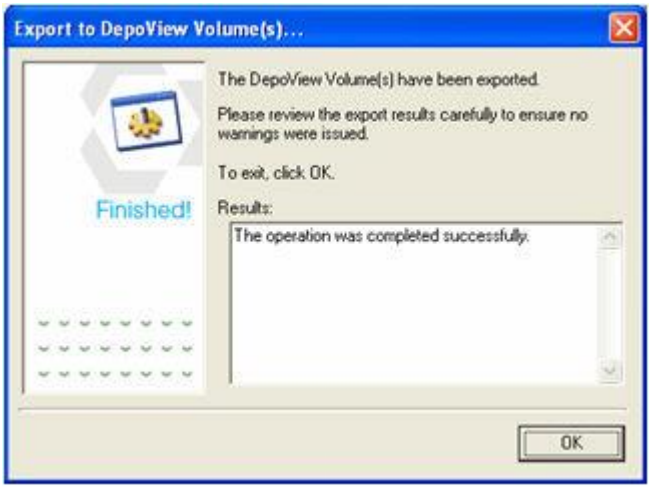
6. A screen advising you to include linked exhibits for CT Summation Enterprise or iBlaze users appears. If the transcript includes linked exhibits, you should choose to include them. Click **Next** to continue.

Export to DepoView Volume(s)...
A Summation Briefcase File (*.sbl) will be created on each DepoView Volume.
The Summation Briefcase File was designed to encapsulate transcript, video synchronization information, and linked exhibits into a single file.
It is recommended (but not required) that you include linked exhibits within this file. This will result in an easier user experience for Summation users, but will consume more disk space on each volume.
To continue, click Next.
To backup click Back, or to exit click Cancel.
Include linked exhibits inside Summation Briefcase
Digital Video Transcript
Cancel
< Back
Next >
Export

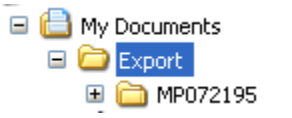
7. Click **Export**. During the export process, each multimedia file is copied to the destination path. Depending on file sizes and the number of volumes, this process may take several minutes or longer.


Export to DepoView Volume(s)...
The selected DepoView Volume(s) will now be exported.
This process could take several minutes depending on size and number of volume(s) being exported.
Working
To begin the export process, click Export.
To backup click Back, or to exit click Cancel.
Preparing to export volume(s)...
Cancel
< Back
Next >
Export

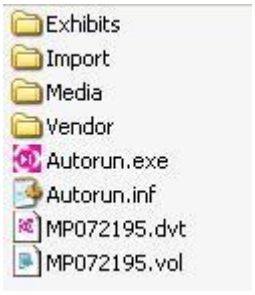
8. When the export process is complete, review the results to ensure no warnings were issued. Click **OK** to close the wizard.

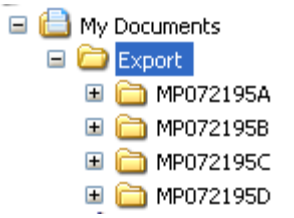

Export to DepoView Volume(s)...
The DepoView Volume(s) have been exported.
Please review the export results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
The operation was completed successfully.
OK

9. Exploring the destination folder will reveal the folder(s) associated with each DepoView volume. The examples shown below demonstrate the output files for a single and a multiple volume export.



Single Volume Export Results





Multi-Volume Export Results

When exporting as a single volume, a single output folder is created for the DepoView volume. All of the multimedia resource file(s) are included within the 'Media' folder. When exporting as multiple volumes, a separate output folder is created for each multimedia resource file. Each output folder contains a single multimedia resource file within the 'Media' folder. Therefore, each output folder (ex. MP072195A, MP072195B etc.) is considered a separate DepoView volume when burning to CD/DVD-ROM.

To learn more about distributing DepoView volumes, click the link at the bottom of this page.

Distributing DepoView Volumes

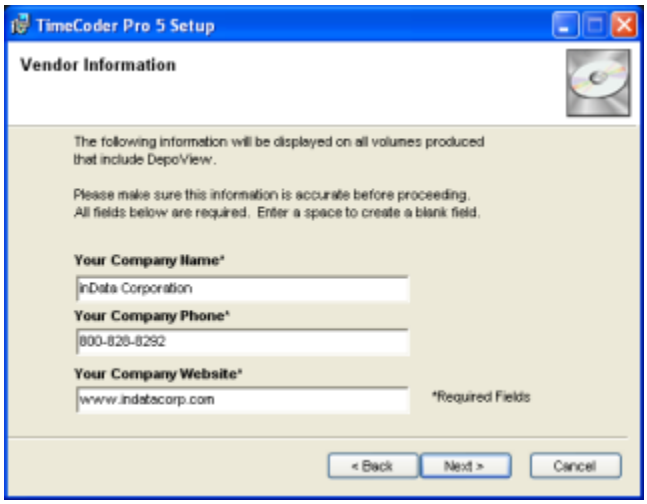
Topics:

Editing Vendor Information
Updating Vendor Graphic
Burning DepoView Volume to CD
DepoView Information

After a DepoView Volume has been exported, it can be burned to CD/DVD-ROM and distributed to a client. This section discusses information that is relevant to DepoView distribution.

Editing Vendor Information

During the installation of TimeCoder Pro, you are prompted to enter information about your company on the Vendor Information screen. When you create a DepoView volume, this information is displayed on the main DepoView screen when the transcript is viewed. All produced DVT Volumes that include the DepoView application will display this information.


TimeCoder Pro 5 Setup
Vendor Information
The following information will be displayed on all volumes produced that include DepoView.
Please make sure this information is accurate before proceeding.
All fields below are required. Enter a space to create a blank field.
Your Company Name*
inData Corporation
Your Company Phone*
800-828-8292
Your Company Website*
www.indatacorp.com
*Required Fields
< Back
Next >
Cancel

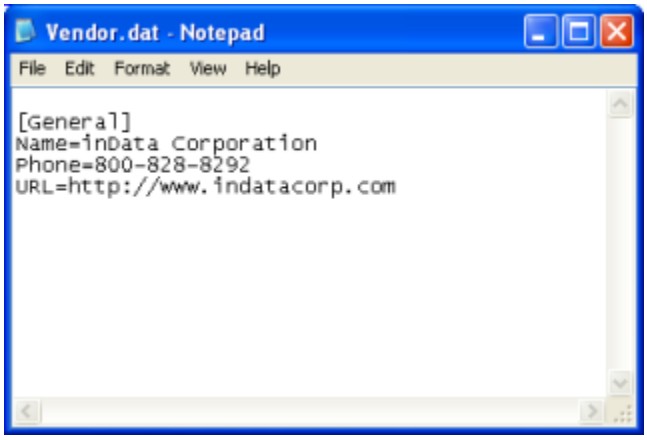
Note:

The installation will detect the existing Vendor Information from TimeCoder 4.x if it is already installed.

If this information needs to be changed *prior* to exporting a DepoView Volume, perform the following steps.

1. Open the *Vendor.dat* file to edit any information. The Vendor.dat file is located, by default, in the path listed below.

   C:/Documents and Settings/All Users/Application Data/inData/TimeCoder Pro 6/DepoView/Vendor.dat
2. This file can be opened with Notepad. When the *Vendor.dat* file is opened with Notepad, it will look similar to the example below.



3. If necessary, edit information for each vendor information category after the equal (=) sign. Save the file when finished. The updated vendor information will be included during the next DepoView Volume export.

If this information needs to be changed **after** exporting a DepoView Volume, perform the following steps:

1. Open the *Vendor.dat* file, which is located in the VENDOR sub-directory of the exported DepoView Volume folder.
2. If necessary, edit information for each vendor information category after the equal (=) sign. Save the file when finished. The updated vendor information will be included when the DepoView Volume is burned to CD.

Updating Vendor Graphic

During the installation of TimeCoder Pro, two default graphics are installed and used displayed when launching the DepoView application. The Vendor.bmp is used for normal fonts. The VendorLF.bmp is used when the target system is running Large Fonts. The default vendor graphic files are for inData Corporation.

If you would like to use your own company graphic in place of the default, follow the instructions below.

1. Create a bitmap graphic that is 96 DPI and about 352 x 240 pixels in size and save it as Vendor.bmp.
2. Create a bitmap graphic that is 120 DPI and about 440 x 300 pixels in size and save it as VendorLF.bmp.
3. Copy the .bmp file(s) to the \Viewer directory within the TimeCoder Pro application data folder.
   By default, this location is - C:\Documents and Settings\All Users\Application Data\inData\TimeCoder Pro 6\DepoView\
4. Confirm to overwrite the existing image(s).

From now on, your custom vendor graphic(s) will be used when exporting DepoView volumes.

Burning a DepoView Volume to CD

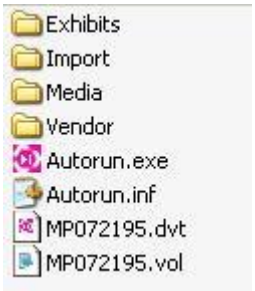
Prior to distributing a DepoView Volume to a client, it must be burned to CD/DVD-ROM. The sections below discuss the folder hierarchy of a DepoView Volume and an example of burning the contents to CD.

DepoView Volume Contents Hierarchy

It is important to understand the item hierarchy of a DepoView Volume prior to burning to CD/DVD-ROM. Proper organization of the DepoView Volume contents on the CD will ensure optimal user experience. For example, if the *Autorun.exe* portion of the DepoView Volume is not included on the root of the CD, DepoView will not automatically run (or prompt to download) when the user inserts the CD.

The *Export* folder is the output directory, set by the user, when the DepoView Volume was exported. Within the *Export* folder, the DepoView Volume folder, named *MP072195*, is created.

As shown below, the DepoView Volume folder contains sub-directories containing exhibit files, import files, media files, and vendor files. The *Autorun.inf* file is located in the root of the DepoView Volume folder.



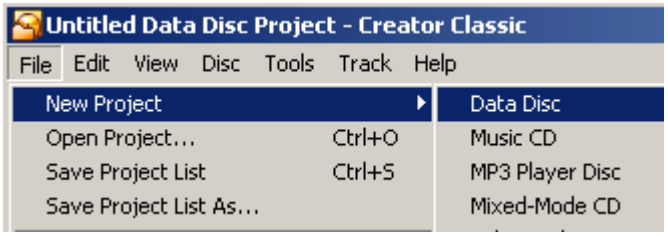
Burning DepoView Volume to CD

Below is an example of how to properly burn the contents of a DepoView Volume to CD. The example below uses Roxio Creator Classic™ as the burning software. Please reference the documentation for your CD burning software if you need additional assistance.

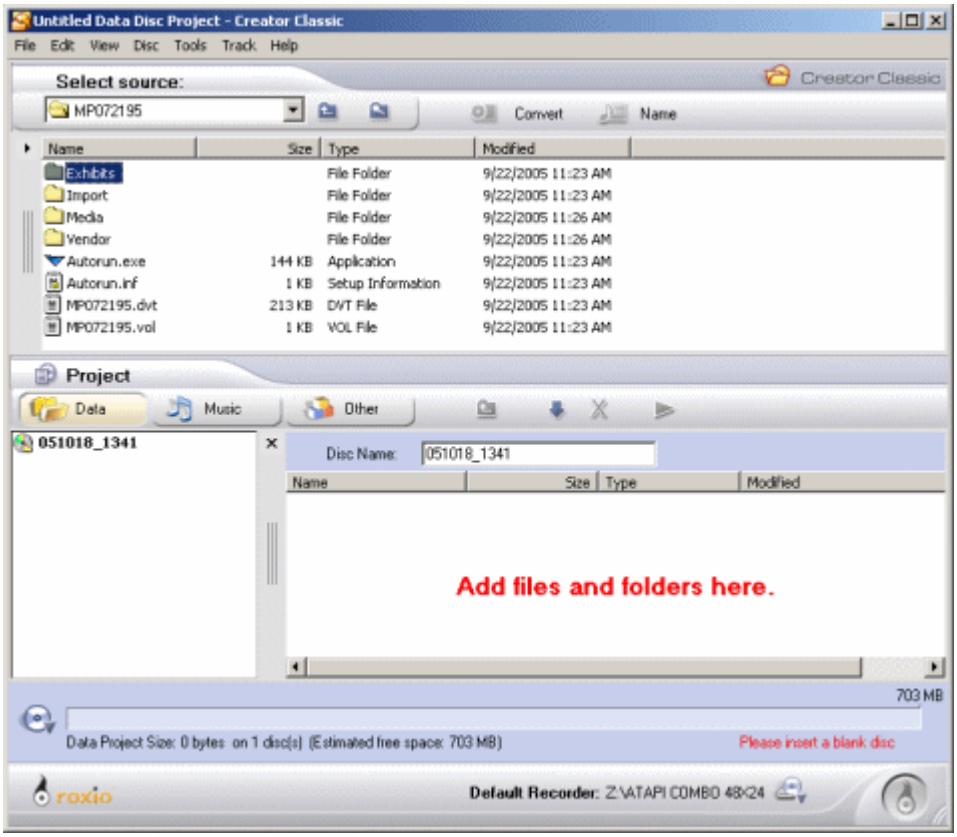
Important! - Regardless of CD burning software used, it is important to perform the instructions in Step #4. The Volume Label of the CD must match that of the DepoView Volume folder (ex. MP072195). Most CD/DVD burning applications allow the user to modify the Volume Label of the CD.

> **Disclaimer:** The third-party products discussed in the Help Contents are manufactured by vendors independent of inData Corporation. We make no warranty, implied or otherwise, regarding the performance or reliability of these products. inData cannot assist in supporting third-party CD burning applications. Please contact the manufacturer of your CD burning software for assistance.

1. Select Create a new Data Disc from the File | New Project menu, as shown below. An empty data layout will be created.



2. Next, browse to the output path where the exported DepoView Volume resides. Select the DepoView Volume folder name to display the contents, as shown below.


Untitled Data Disc Project - Creator Classic
File Edit View Disc Tools Track Help
Select source:
Creator Classic
MP072195
Convert
Name
Name Size Type Modified
Exhibits File Folder 9/22/2005 11:23 AM
Import File Folder 9/22/2005 11:23 AM
Media File Folder 9/22/2005 11:26 AM
Vendor File Folder 9/22/2005 11:26 AM
Autorun.exe 144 KB Application 9/22/2005 11:23 AM
Autorun.inf 1 KB Setup Information 9/22/2005 11:23 AM
MP072195.dvt 213 KB DVT File 9/22/2005 11:23 AM
MP072195.vol 1 KB VOL File 9/22/2005 11:23 AM
Project
Data
Music
Other
051018_1341
Disc Name: 051018_1341
Name Size Type Modified
Add files and folders here.
703 MB
Data Project Size: 0 bytes on 1 disc(s) (Estimated free space: 703 MB)
Please insert a blank disc
roxio
Default Recorder: Z:\ATAPI COMBO 48X24

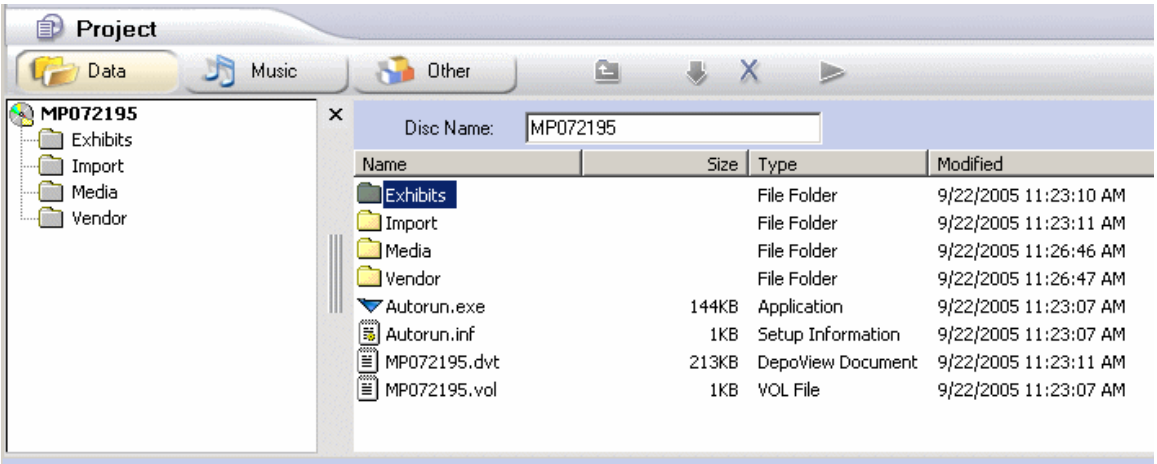
3. Select the entire contents of the DepoView Volume and add to the data CD project. The DepoView Volume contents will then be added to the CD Layout, as shown below.

Note:

Make sure that the **Autorun.exe, Autorun.inf, .DVT and .VOL** files are located on the root of the CD layout.

4. This step is very important to ensure that the Multimedia Resource file is automatically found when viewing the deposition with the DepoView or TrialDirector applications. The Volume Label of the CD Layout must be edited to match the name of the DepoView Volume folder. Most CD burning applications use a default Volume Label, comprised of the current date and time. The Volume Label can be edited within Roxio Creator Classic™ by simply editing the Disc Name, as shown below.

5. Edit the Disc Name to match the name of the DepoView Volume. Click **Enter** to apply the change. The new Volume Label will then appear, as shown below.



6. The CD layout is now ready to burn. Click **Burn Disc** at the bottom of the Creator Classic™ application window to begin. When the CD has been burned, it can then be labeled and distributed.

Note:

A DepoView Volume does not require any special logo artwork in order to distribute. You may label the CD as you deem appropriate.

DepoView Information

The recipient of a DepoView volume can easily view the synchronized Digital Video Transcript, create clips, export clips and search the deposition testimony. The DepoView software is easy to operate for first time users, yet is powerful enough for the seasoned professional.

Upon inserting a CD created from a DepoView volume, the DepoView application is automatically launched. (If DepoView has not been installed yet, the user is directed to the download page.)

We recommend that you test DepoView Volumes prior to distribution. Please reference the DepoView online help for additional information about that application.

Exporting a Digital Video Transcript

After a DVT has been synchronized by timecoding the transcript, it can be exported to a number of various formats for use in other programs.

Topics:

Exporting to a TrialDirector™ Case File (*.cms)
Exporting an OpenDVT™ XML File (*.xml)
Exporting to a TimeCoder ™ Multimedia List File (*.tml)
Exporting Transcript to AMICUS Format (*.ami, *.trn)
Exporting Transcript to ASCII Format (*.txt)
Exporting to LiveNote / VideoNote Format (*.ptf)(*.vid)
Exporting to a MediaPlayer™ Synchronized Media Interchange File (*.smi)
Exporting to a SanctionII™ Transcript Database (*.mdb)
Exporting to a CT Summation™ Briefcase Format File (*.sbf)
Exporting to a Timaro™ Post-Production Timestamp File (*.pts)
Exporting to a TrialPro™ Post-Production Timestamp File (*.pts)

Exporting to a TrialDirector Case File

When a synchronized DVT is exported to a TrialDirector Case File, a Compound Media Storage (*.cms) file is created, which can be imported into TrialDirector.

To export a TrialDirector Case File

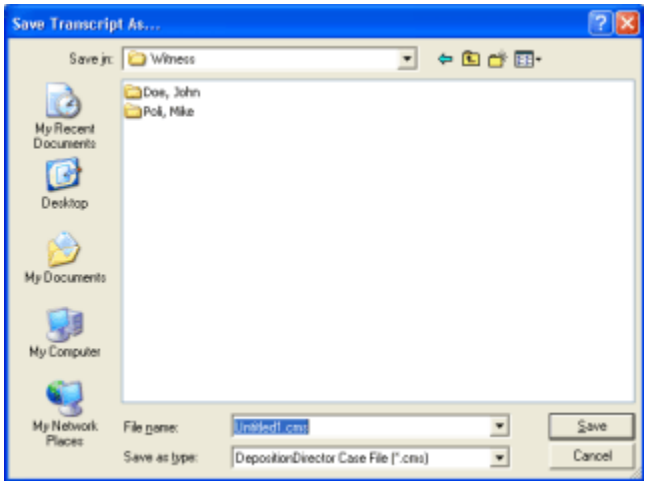
1. Open the DVT you want to export.
2. Select **Export to… | TrialDirector(TM) Case file (*.cms)** from the File menu. The following window appears:

Export to TrialDirector Case File
This wizard will help you to export a Digital Video Transcript to a TrialDirector Case (*.cms) file.
Please enter the path and filename for the case file below. Remember, a TrialDirector Case (*.cms) file can contain more than one Digital Video Transcript.
To continue, click Next.
To exit, click Cancel.
Digital Video Transcript
Select the CMS path and filename:
C:\Exports\MP072195.cms
Browse
Cancel
< Back
Next >
Export

Note:

At any time during the export, you may click **Back** to return to the previous export window or **Cancel** to cancel the export.

3. Enter a destination folder and filename for the *.cms, or click **Browse** to navigate to the desired folder and filename.
   1. If you click **Browse**, the following window appears:

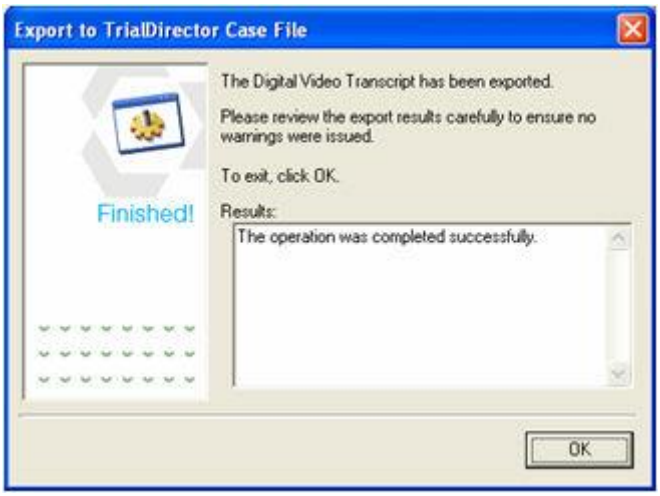


   b. Select the desired destination folder and type a name for the *.cms file in the *File Name* field. Click **Save** to save the selection.

4. When the desired folder and filename are selected, click **Next**.

Export to TrialDirector Case File
The Digital Video Transcript will now be exported.
This process could take a few moments depending on the size of the deposition transcript.
To begin the export process, click Export.
To backup click Back, or to exit click Cancel.
Working
Progress:
Cancel
< Back
Next >
Export

5. Click **Export** to begin exporting the DVT. When the progress bar reaches the end, the export is complete.


Export to TrialDirector Case File
The Digital Video Transcript has been exported.
Please review the export results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
The operation was completed successfully.
OK

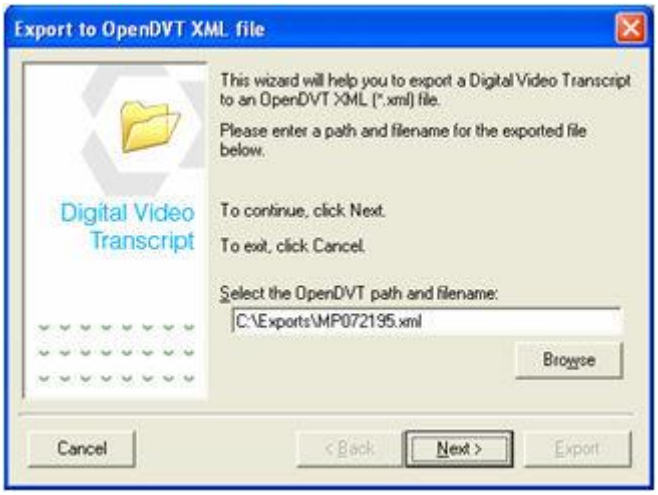
6. Review the export results carefully to ensure that no errors were encountered. Click **OK** to exit the export process.

Exporting to an OpenDVT XML File

The OpenDVT™ XML file is a new open file format for Digital Video Transcripts. This new format was developed by inData, in conjunction with other software vendors, to provide a mechanism for the seamless exchange of transcripts and synchronization information between applications.

To export to an OpenDVT XML file

1. Open the timecoded DVT.
2. Select **Export to... | OpenDVT(TM) XML file (*.xml)** from the **File** menu.


Export to OpenDVT XML file
This wizard will help you to export a Digital Video Transcript to an OpenDVT XML (*.xml) file.
Please enter a path and filename for the exported file below.
Digital Video Transcript
To continue, click Next.
To exit, click Cancel.
Select the OpenDVT path and filename:
C:\Exports\MP072195.xml
Browse
Cancel
< Back
Next >
Export

Note:

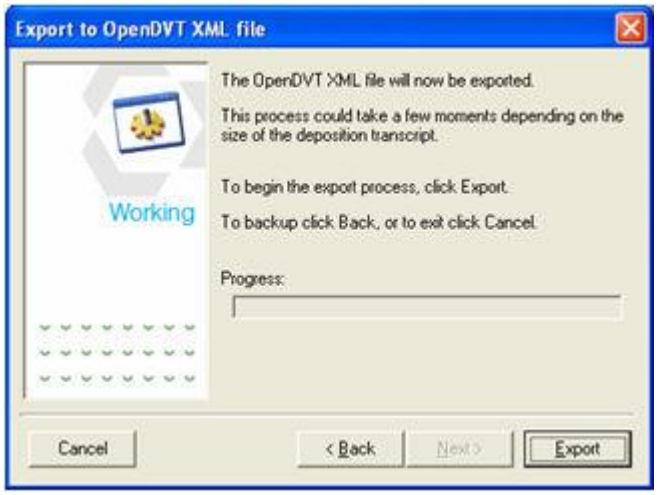
At any time during the export, you may click **Back** to return to the previous export window or **Cancel** to cancel the export.

3. Enter a destination folder and filename for the *.xml file, or click **Browse** to navigate to the desired folder and filename.

   a. If you click **Browse**, the following window appears:

   b. Select the desired destination folder and type a name for the *.xml file in the *File Name* field. Click **Save** to save the selection.

4. When the desired folder and filename are selected, click **Next**.


Export to OpenDVT XML file
The OpenDVT XML file will now be exported.
This process could take a few moments depending on the size of the deposition transcript.
To begin the export process, click Export.
To backup click Back, or to exit click Cancel.
Working
Progress:
Cancel
< Back
Next >
Export

5. Click **Export** to begin exporting the OpenDVT XML file. When the progress bar reaches the end, the export is complete.

Export to OpenDVT XML file
The OpenDVT XML file has been exported.
Please review the export results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
The operation was completed successfully.
OK

6. Review the export results carefully to ensure that no errors were encountered.
7. Click **OK** to exit the export process.

Exporting to a TimeCoder Multimedia List File

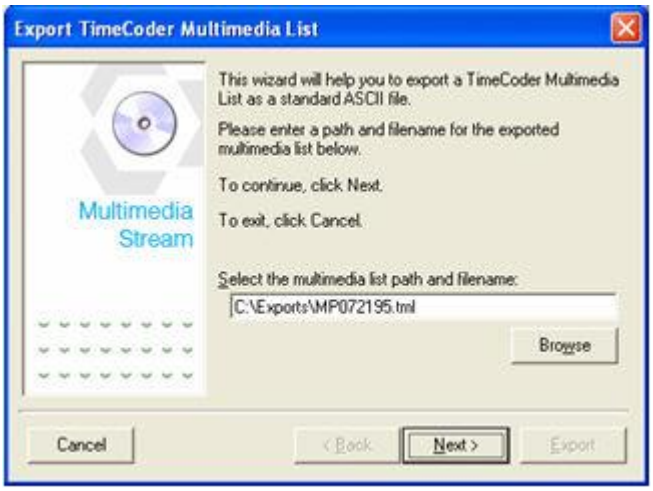
The TimeCoder Multimedia List file (*.tml) is a comma-delimited text file that details information about each Multimedia Resource file that is part of the Digital Video Transcript. Exporting the TimeCoder Multimedia List file is a handy way to backup information about the multimedia files associated with a timecoded transcript.

The TimeCoder Multimedia List file can be used in place of the audio/video files when preserving transcript timecodes during the DVT creation process.

The TimeCoder Multimedia List file can be used by 3rd party applications (along with a timecoded transcript) that need to import data from TimeCoder.

To export a TimeCoder Multimedia List file

1. Open the timecoded DVT.
2. Select **Export to... | TimeCoder(TM) Multimedia List (*.tml)** from the **File** menu.


Export TimeCoder Multimedia List
This wizard will help you to export a TimeCoder Multimedia List as a standard ASCII file.
Please enter a path and filename for the exported multimedia list below.
To continue, click Next.
To exit, click Cancel.
Multimedia Stream
Select the multimedia list path and filename:
C:\Exports\MP072195.tml
Browse
Cancel
< Back
Next >
Export

Note:

At any time during the export, you may click **Back** to return to the previous export window or **Cancel** to cancel the export.

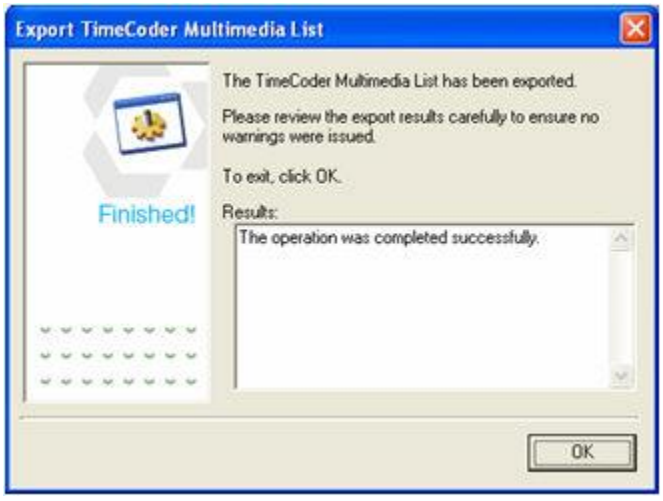
3. Enter a destination folder and filename for the *.tml file, or click **Browse** to navigate to the desired folder and filename.
    1. If you click **Browse**, the following window appears:

b. Select the desired destination folder and type a name for the *.tml file in the *File Name* field. Click **Save** to save the selection.

d. When the desired path and filename are selected, click **Next**.

Export TimeCoder Multimedia List
Working
The TimeCoder Multimedia List will now be exported.
This process could take a few moments depending on the size of the multimedia list.
To begin the export process, click Export.
To backup click Back, or to exit click Cancel.
Progress:
Cancel
< Back
Next >
Export

5. Click **Export** to begin exporting the TimeCoder Multimedia List file. When the progress bar reaches the end, the export is complete.


Export TimeCoder Multimedia List
Finished!
The TimeCoder Multimedia List has been exported.
Please review the export results carefully to ensure no warnings were issued.
To exit, click OK.
Results:
The operation was completed successfully.
OK

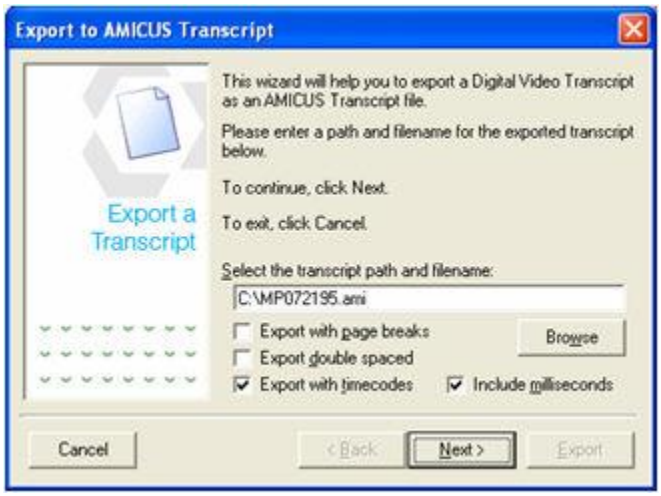
6. Review the export results carefully to ensure that no errors were encountered.
7. Click **OK** to exit the export process.

Exporting to AMICUS Format

Any transcript may be exported to AMICUS (*.ami, *.trn) format. To determine which format is best for your purposes, consult the product manual for the application you plan to import the transcript into.

To export to AMICUS format

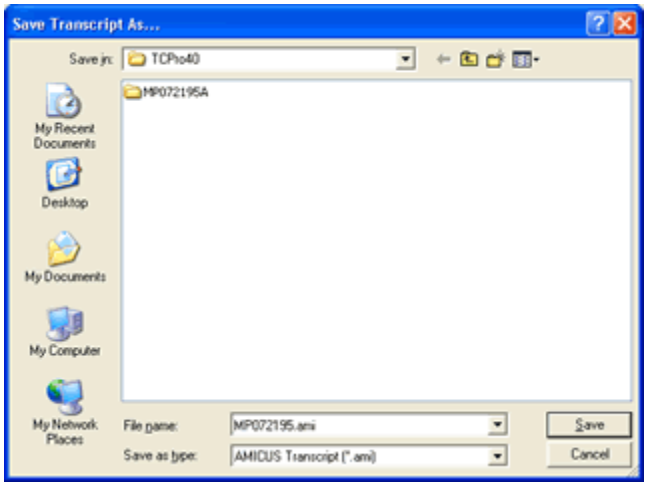
1. Open the DVT you want to export.
2. Select **Export to... | AMICUS Transcript (*.ami, *.trn)** from the **File** menu.


Export to AMICUS Transcript
This wizard will help you to export a Digital Video Transcript as an AMICUS Transcript file.
Please enter a path and filename for the exported transcript below.
To continue, click Next.
To exit, click Cancel.
Export a Transcript
Select the transcript path and filename:
C:\MP072195.ami
Export with page breaks
Export double spaced
Export with timecodes
Include milliseconds
Browse
Cancel
< Back
Next >
Export

Note:

At any time during the export, you may click **Back** to return to the previous export window or **Cancel** to cancel the export.

3. Enter a destination folder and filename for the exported transcript or click **Browse** to navigate to the desired folder.
   a. If you click **Browse**, the following window appears:

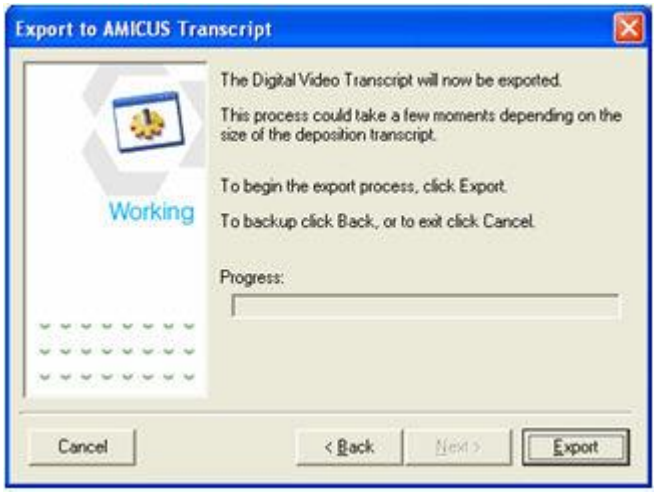


   b. Select the desired destination folder and type a name for the *.ami or *.trn file in the *File Name* field. Click **Save** to save the selection.
4. Set the export options, described below.

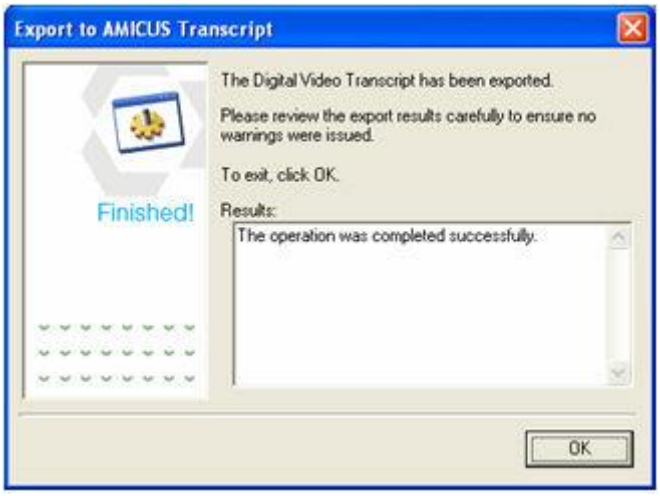
Export with Page Breaks	The exported transcript will contain page breaks.

Export Double Spaced	The exported transcript will be in double-spaced format.
Export with Timecodes	The timecodes that you placed in the transcript will be preserved in the exported transcript. This may be helpful when archiving your files.
Include Milliseconds	The timecodes in the exported transcript will include milliseconds, in addition to hours, minutes, and seconds. This option can only be selected if the "Export with Timecodes" option is also selected.

5. When the desired folder and filename are selected, and the desired options are set, click **Next**.


Export to AMICUS Transcript
The Digital Video Transcript will now be exported.
This process could take a few moments depending on the size of the deposition transcript.
To begin the export process, click Export.
To backup click Back, or to exit click Cancel.
Working
Progress:
Cancel
< Back
Next >
Export

6. Click **Export** to begin exporting the transcript. When the progress bar reaches the end, the export will be complete.


Export to AMICUS Transcript
The Digital Video Transcript has been exported.
Please review the export results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
The operation was completed successfully.
OK

7. Review the export results to ensure that the operation was completed successfully. Click **OK** to exit the export process.

Exporting to ASCII Format

Any transcript may be exported to ASCII (*.txt) format. To determine which format is ideal for your purposes, consult the product manual for the application you plan to import the transcript into.

To export to ASCII format

1. Open the DVT you want to export.
2. Select **Export to... | ASCII Transcript (*.txt)** from the **File** menu.

Export to ASCII Transcript
This wizard will help you to export a Digital Video Transcript as a standard ASCII file.
Please enter a path and filename for the exported transcript below.
To continue, click Next.
To exit, click Cancel.
Export a Transcript
Select the transcript path and filename:
C:\MP072195.txt
Export with page breaks
Export double spaced
Export with timecodes
Include milliseconds
Browse
Cancel
< Back
Next >
Export

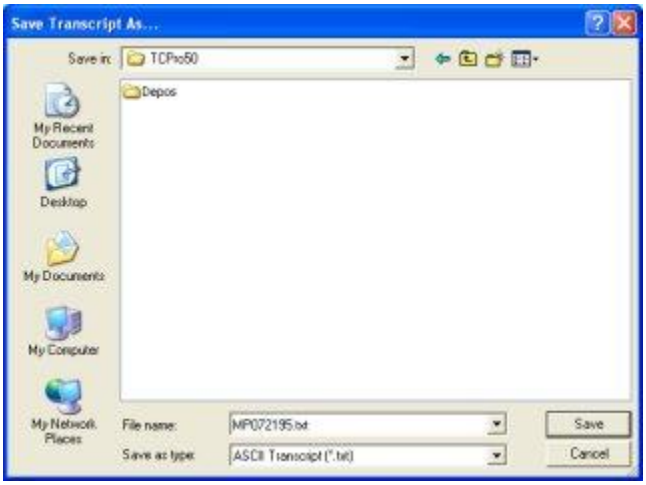
Note:

At any time during the export, you may click **Back** to return to the previous export window or **Cancel** to cancel the export.

3. Set the export options as described below.

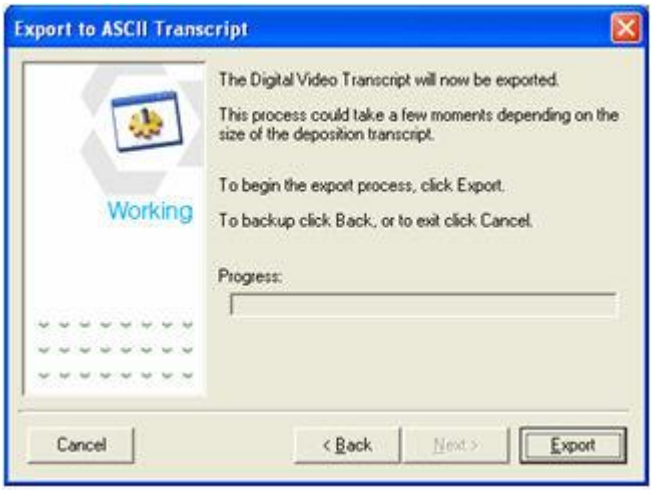
Export with Page Breaks	The exported transcript will contain page breaks.
Export Double Spaced	The exported transcript will be in double-spaced format.
Export with Timecodes	The timecodes that you placed in the transcript will be preserved in the exported transcript. This may be helpful when archiving your files.
Include Milliseconds	The timecodes in the exported transcript will include milliseconds, in addition to hours, minutes, and seconds. This option can only be selected if the "Export with Timecodes" option is also selected.

4. Enter a destination path and filename for the exported transcript or click **Browse** to navigate to the desired folder.
   a. If you click **Browse**, the following window appears:

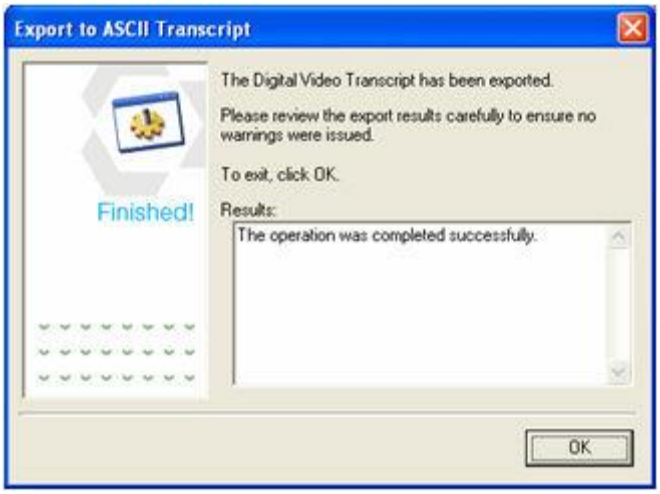


b. Select the desired destination folder and type a name for the *.txt file in the File Name field. Click **Save** to save the selection.

5. When the desired folder and filename are selected, click **Next**.
6. Click **Export** to begin exporting the transcript. When the progress bar reaches the end, the export will be complete.


Export to ASCII Transcript
Working
The Digital Video Transcript will now be exported.
This process could take a few moments depending on the size of the deposition transcript.
To begin the export process, click Export.
To backup click Back, or to exit click Cancel.
Progress:
Cancel
< Back
Next >
Export

7. Review the export results to ensure that the operation was completed successfully.


Export to ASCII Transcript
Finished!
The Digital Video Transcript has been exported.
Please review the export results carefully to ensure no warnings were issued.
To exit, click OK.
Results:
The operation was completed successfully.
OK

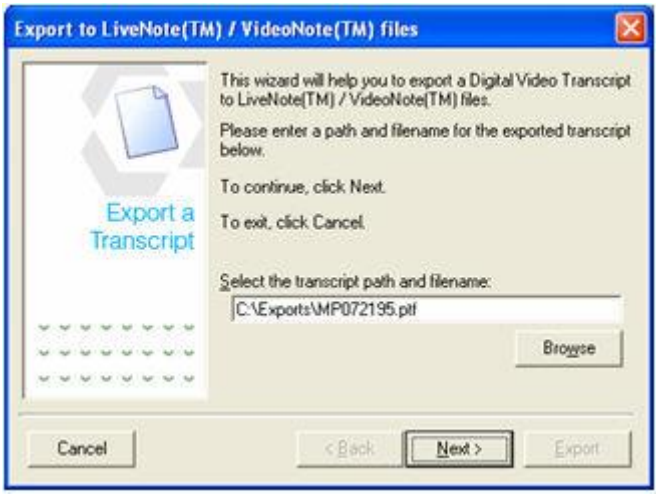
8. Click **OK** to exit the export process.

Exporting to LiveNote / VideoNote Format

When a synchronized DVT is exported to the LiveNote / VideoNote format, it can then be imported into LiveNote or VideoNote.

To export LiveNote (*.ptf) and VideoNote (*.vid) files

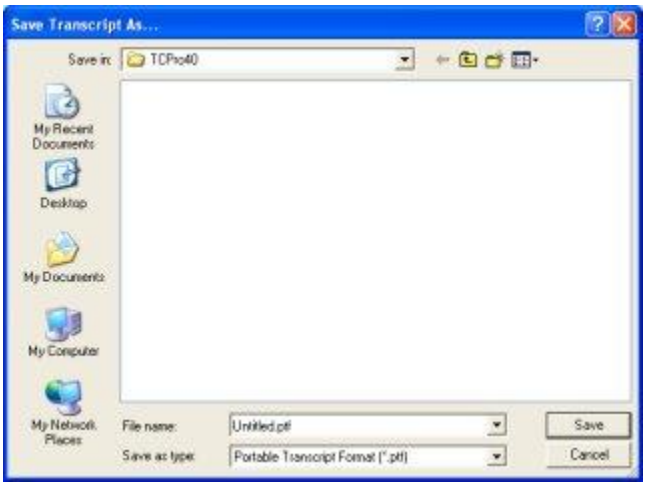
1. Open the timecoded DVT.
2. Select **Export to... | LiveNote(TM) / VideoNote(TM) files (*.ptf) (*.vid)** from the **File** menu.


Export to LiveNote(TM) / VideoNote(TM) files
This wizard will help you to export a Digital Video Transcript to LiveNote(TM) / VideoNote(TM) files.
Please enter a path and filename for the exported transcript below.
To continue, click Next.
To exit, click Cancel.
Export a Transcript
Select the transcript path and filename:
C:\Exports\MP072195.ptf
Browse
Cancel
< Back
Next >
Export

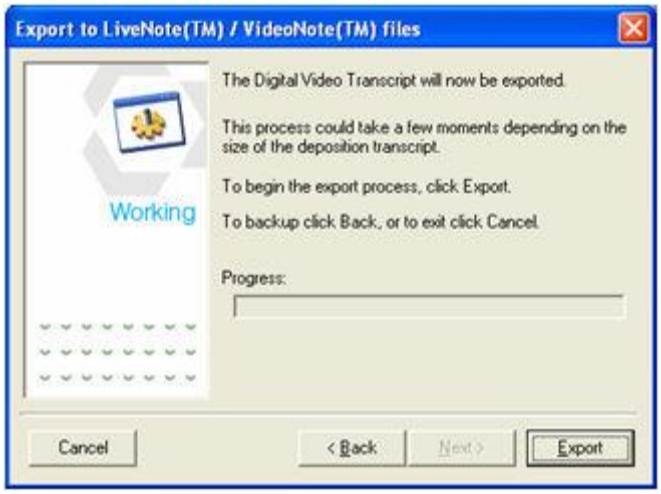
Note:

At any time during the export, you may click **Back** to return to the previous export window or **Cancel** to cancel the export.

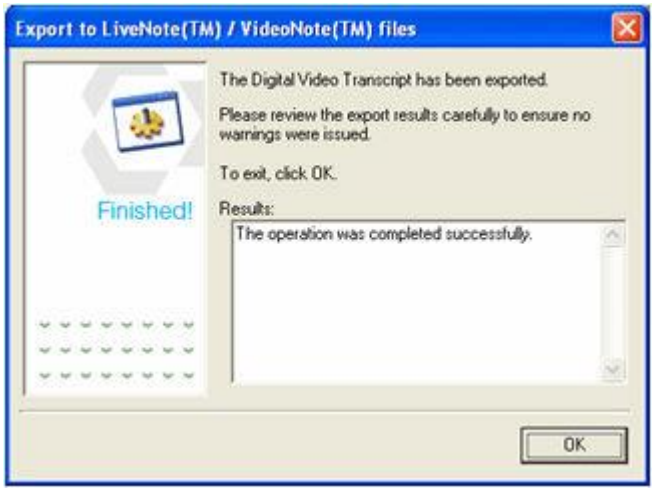
3. Enter a destination folder and filename for the *.ptf file, or click **Browse** to navigate to the desired folder and filename.
   a. If you click **Browse**, the following window appears:



   b. Select the desired destination folder and type a name for the *.ptf file in the *File Name* field. Click **Save** to save the selection.
4. When the desired folder and filename are selected, click **Next**.


Export to LiveNote(TM) / VideoNote(TM) files
The Digital Video Transcript will now be exported.
This process could take a few moments depending on the size of the deposition transcript.
To begin the export process, click Export.
To backup click Back, or to exit click Cancel.
Working
Progress:
Cancel
< Back
Next >
Export

5. Click **Export** to begin exporting the DVT to LiveNote / VideoNote files. When the progress bar reaches the end, the export is complete.


Export to LiveNote(TM) / VideoNote(TM) files
The Digital Video Transcript has been exported.
Please review the export results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
The operation was completed successfully.
OK

6. Review the export results carefully to ensure that no errors were encountered.
7. Click **OK** to exit the export process.

Exporting to a Media Player Synchronized Media Interchange

Topics:

About SMI Files
Export DVT to SMI File

About Synchronized Media Interchange Files

TimeCoder Pro has a transcript export option that will create .SMI files for use with Windows Media Player™. The Synchronized Media Interchange (.SMI) file contains the timecoded Digital Video Transcript, specially formatted for use as synchronized captions within Windows Media Player™. Using the .SMI file format allows a Windows Media Player user (virtually anyone with a PC) to view synchronized transcript text and video.

When the .SMI file resides next to the source multimedia file (ex. .MPG) within the same folder, as shown below, Media Player will be able to use the synchronized transcript text.

Enabling the *Captions* option within Media Player will allow any corresponding .SMI file to be used for text synchronization. The example below demonstrates Media Player displaying a text caption from a .SMI file exported from TimeCoder Pro.

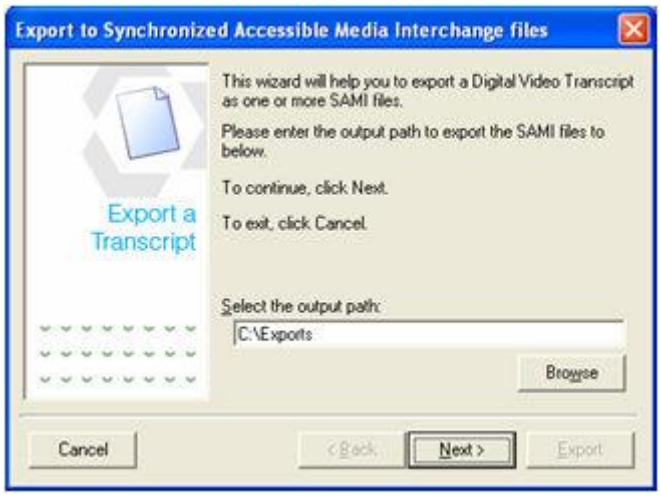
Note:

Please reference the Windows Media Player help for instructions on enabling the "Captions" option. The method for enabling "Captions" depends on the version of Windows Media Player.

Exporting Digital Video Transcript to an .SMI File

To export a Digital Video Transcript to an .SMI file,

1. Open the timecoded DVT.
2. Select **Export to... | MediaPlayer Synchronized Accessible Media Interchange files** from the **File** menu.

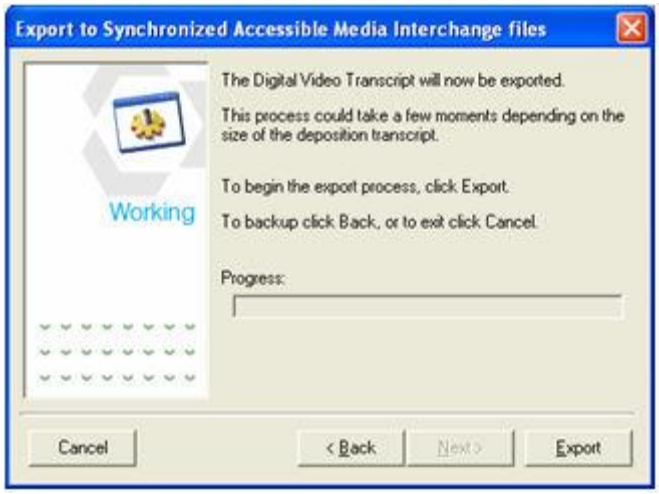

Export to Synchronized Accessible Media Interchange files
This wizard will help you to export a Digital Video Transcript as one or more SAMI files.
Please enter the output path to export the SAMI files to below.
To continue, click Next.
To exit, click Cancel.
Export a Transcript
Select the output path:
C:\Exports
Browse
Cancel
< Back
Next >
Export

Note:

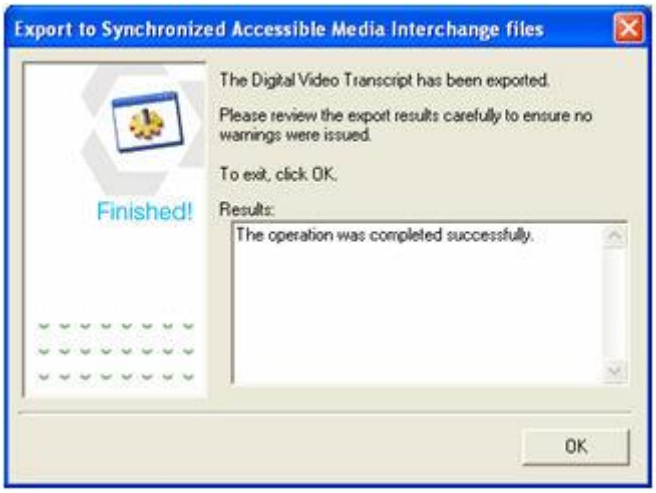
At any time during the export, you may click **Back** to return to the previous export window or **Cancel** to cancel the export.

3. Enter a destination folder and filename for the .SMI file, or click **Browse** to navigate to the desired folder and filename.
    a. If you click **Browse**, the following window appears:

    b. Select the desired output folder for the .SMI file from the *Browse For Folder* dialog. Click **OK** to save the selection.
4. When the desired folder and filename are selected, click **Next**.


Export to Synchronized Accessible Media Interchange files
The Digital Video Transcript will now be exported.
This process could take a few moments depending on the size of the deposition transcript.
To begin the export process, click Export.
To backup click Back, or to exit click Cancel.
Working
Progress:
Cancel
< Back
Next >
Export

5. Click **Export** to begin exporting the .SMI file. When the progress bar reaches the end, the export is complete.


Export to Synchronized Accessible Media Interchange files
The Digital Video Transcript has been exported.
Please review the export results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
The operation was completed successfully.
OK

6. Review the export results carefully to ensure that no errors were encountered. Click **OK** to exit the export process.

Exporting to a Sanction II Transcript Database (*.mdb)

When a synchronized DVT is exported to the Sanction format, it can then be imported into Sanction II.

To export Sanction II (*.mdb) files

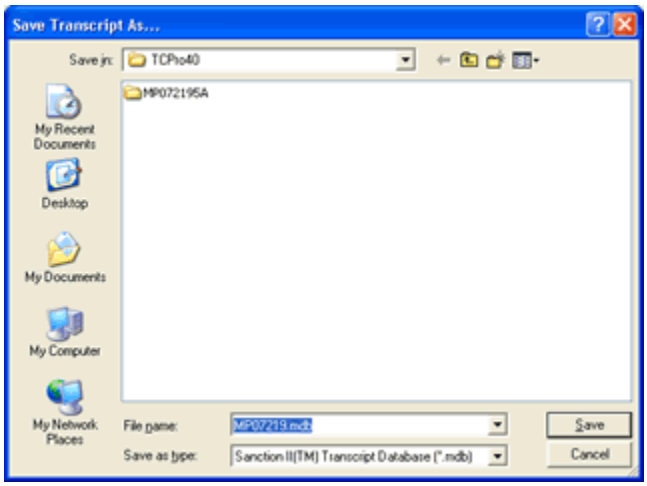
1. Open the timecoded DVT.
2. Select **Export to... | Sanction II(TM) Transcript Database (*.mdb)** from the **File** menu.

Export to Sanction II(TM) Transcript Database
This wizard will help you to export a Sanction II(TM) Transcript Database.
Please enter the path and filename for the exported database below.
Digital Video Transcript
To continue, click Next.
To exit, click Cancel.
Select the database path and filename:
C:\Exports\MP072195.mdb
Browse
Cancel
< Back
Next >
Export

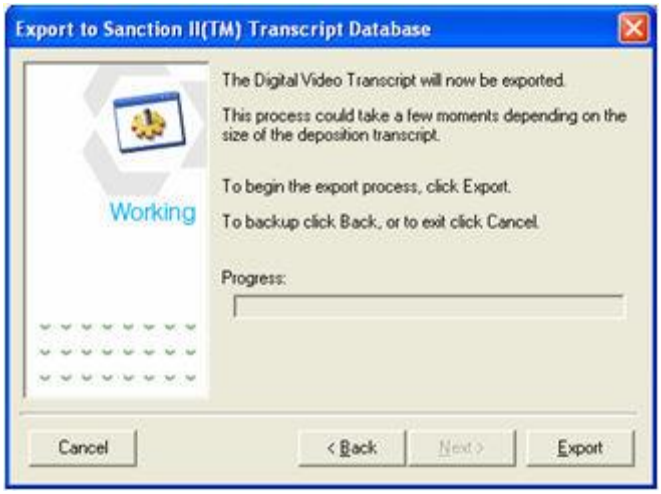
Note:

At any time during the export, you may click **Back** to return to the previous export window or **Cancel** to cancel the export.

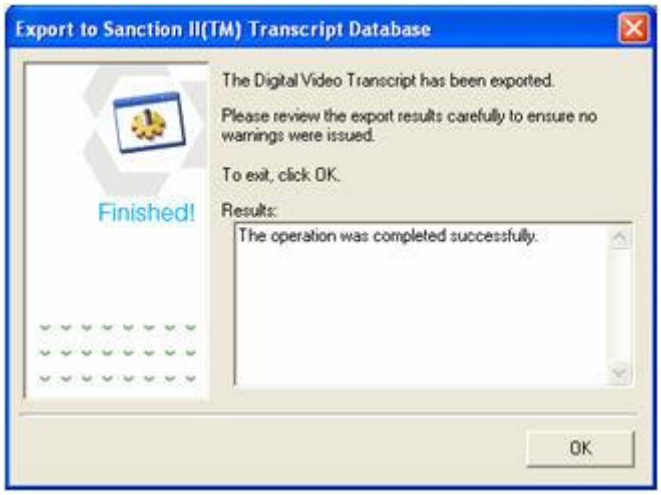
3. Enter a destination path and filename for the *.mdb file, or click **Browse** to navigate to the desired path and filename.
    1. If you click **Browse**, the following window appears:



    b. Select the desired destination folder and type a name for the *.mdb file in the *File Name* field. Click **Save** to save the selection.
4. When the desired folder and filename are selected, click **Next**.


Export to Sanction II(TM) Transcript Database
The Digital Video Transcript will now be exported.
This process could take a few moments depending on the size of the deposition transcript.
To begin the export process, click Export.
To backup click Back, or to exit click Cancel.
Working
Progress:
Cancel
< Back
Next >
Export

5. Click **Export** to begin exporting the DVT to Sanction files. When the progress bar reaches the end, the export is complete.


Export to Sanction II(TM) Transcript Database
The Digital Video Transcript has been exported.
Please review the export results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
The operation was completed successfully.
OK

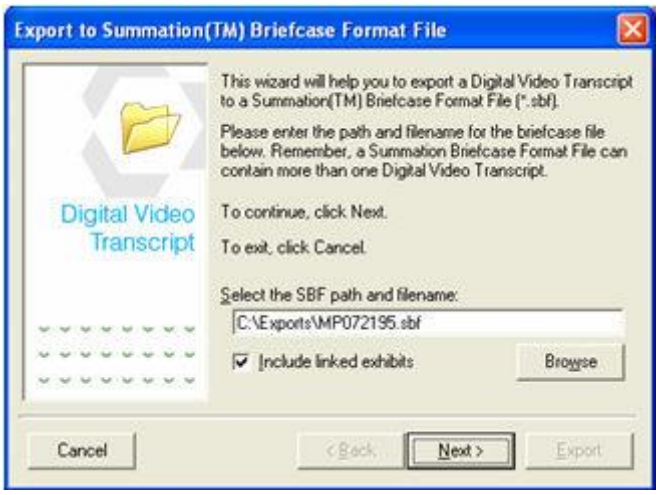
6. Review the export results carefully to ensure that no errors were encountered.
7. Click **OK** to exit the export process.

Exporting to a Summation Briefcase format File (*.sbf)

When a synchronized DVT is exported to the CT Summation Briefcase Format File format, it can then be imported into CT Summation Enterprise or iBlaze.

To export CT Summation Briefcase Format (*.sbf) files

1. Open the timecoded DVT.
2. Select **Export to... | Summation(TM) Briefcase Format File (*.sbf)** from the **File** menu.

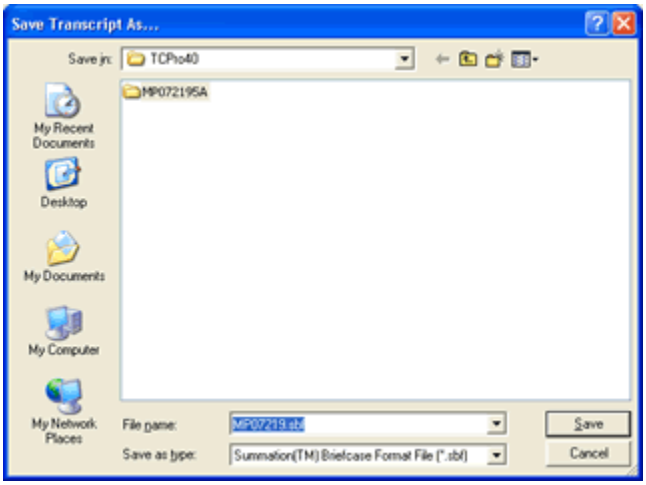

Export to Summation(TM) Briefcase Format File
This wizard will help you to export a Digital Video Transcript to a Summation(TM) Briefcase Format File (*.sbf).
Please enter the path and filename for the briefcase file below. Remember, a Summation Briefcase Format File can contain more than one Digital Video Transcript.
To continue, click Next.
To exit, click Cancel.
Digital Video Transcript
Select the SBF path and filename:
C:\Exports\MP072195.sbf
Include linked exhibits
Browse
Cancel
< Back
Next >
Export

Note:

At any time during the export, you may click **Back** to return to the previous export window or **Cancel** to cancel the export.

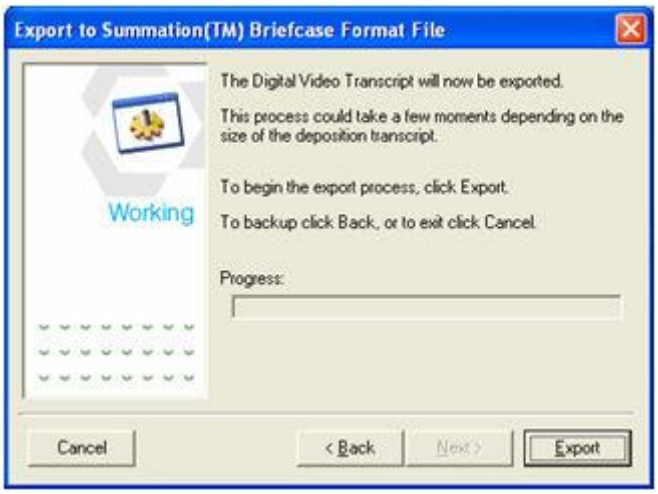
3. Enter a destination path and filename for the .sbf file, or click **Browse** to navigate to the desired folder and filename.

    a. If you click **Browse**, the following window appears:

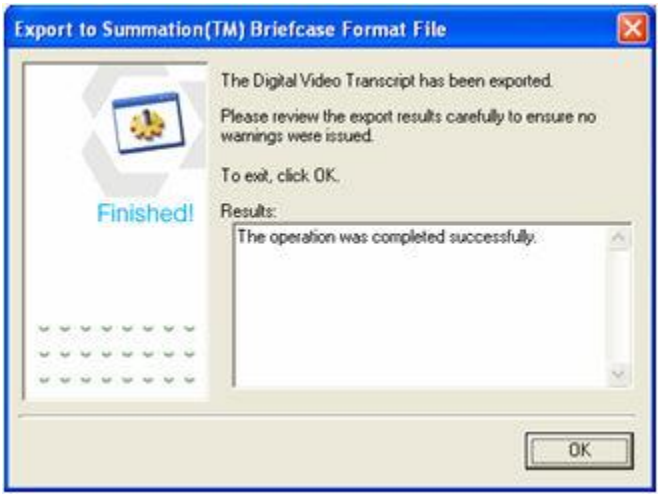


    b. Select the desired destination folder and type a name for the .sbf file in the *File Name* field. Click **Save** to save the selection.

4. When the desired folder and filename are selected, click **Next**.


Export to Summation(TM) Briefcase Format File
The Digital Video Transcript will now be exported.
This process could take a few moments depending on the size of the deposition transcript.
To begin the export process, click Export.
To backup click Back, or to exit click Cancel.
Working
Progress:
Cancel
< Back
Next >
Export

5. Click **Export** to begin exporting the DVT to CT Summation files. When the progress bar reaches the end, the export is complete.


Export to Summation(TM) Briefcase Format File
The Digital Video Transcript has been exported.
Please review the export results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
The operation was completed successfully.
OK

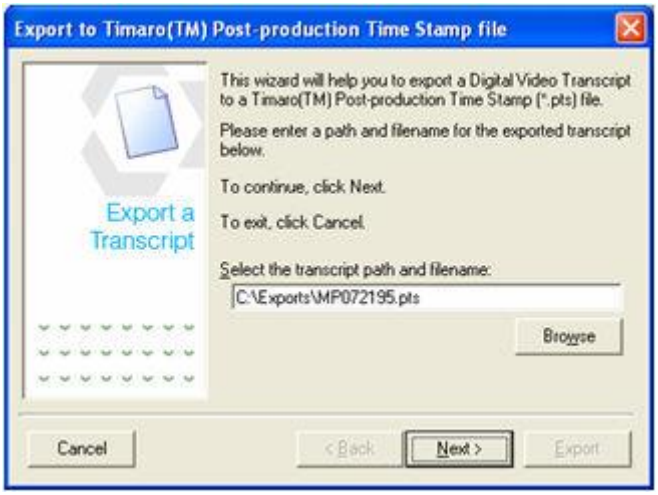
6. Review the export results carefully to ensure that no errors were encountered. Click **OK** to exit the export process.

Exporting to a Timaro Post-Production Timestamp File

TimeCoder Pro can export a Digital Video Transcript to the Timaro™ (*.pts) file format.

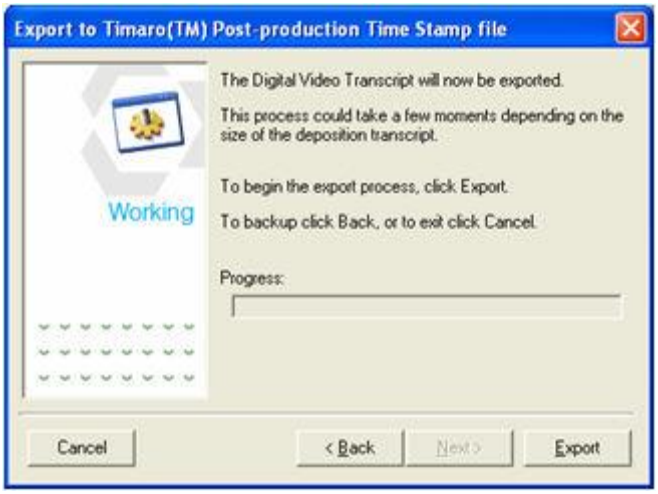
To export to a Post-production Time Stamp (*.pts) file

1. Open the timecoded DVT.
2. Select **Export to... | Timaro(TM) Post-production Time Stamp file (*.pts)** from the **File** menu.

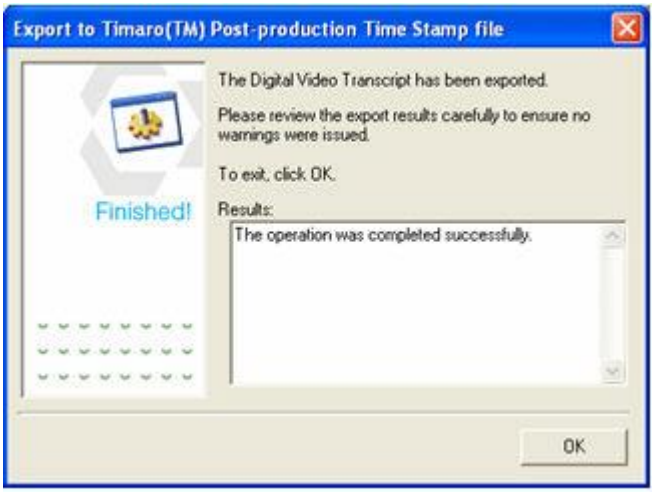

Export to Timaro(TM) Post-production Time Stamp file
This wizard will help you to export a Digital Video Transcript to a Timaro(TM) Post-production Time Stamp (*.pts) file.
Please enter a path and filename for the exported transcript below.
To continue, click Next.
To exit, click Cancel.
Export a Transcript
Select the transcript path and filename:
C:\Exports\MP072195.pts
Browse
Cancel
< Back
Next >
Export

3. Enter a destination path and filename for the *.pts file, or click **Browse** to navigate to the desired path and filename.
   a. If you click **Browse**, the following window appears:

   b. Select the desired destination folder and type a name for the *.pts file in the *File Name* field. Click **Save** to save the selection.
4. When the desired path and filename are selected, click **Next**. The following window appears:


Export to Timaro(TM) Post-production Time Stamp file
The Digital Video Transcript will now be exported.
This process could take a few moments depending on the size of the deposition transcript.
To begin the export process, click Export.
To backup click Back, or to exit click Cancel.
Working
Progress:
Cancel
< Back
Next >
Export

5. Click **Export** to begin exporting the Post-production Timestamp file. When the progress bar reaches the end, the export is complete.


Export to Timaro(TM) Post-production Time Stamp file
The Digital Video Transcript has been exported.
Please review the export results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
The operation was completed successfully.
OK

6. Review the export results carefully to ensure that no errors were encountered.
7. Click **OK** to exit the export process.

Exporting to a TrialPro Post-Production Timestamp File

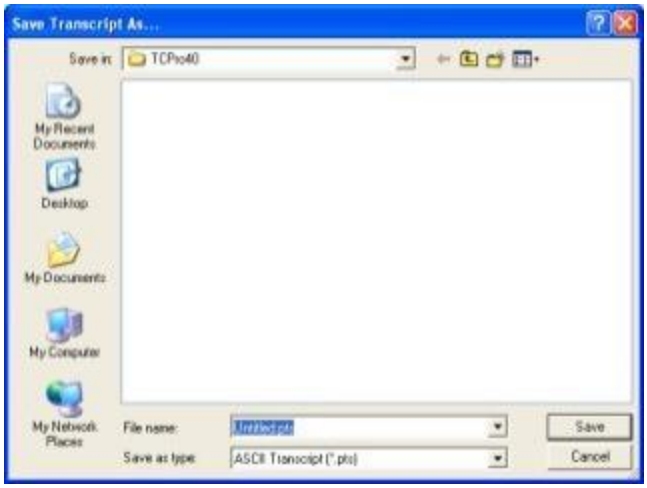
TimeCoder Pro can export a Digital Video Transcript to the TrialPro™ (*.pts) file format.

To export to a Post Production Timestamp (.pts) file

1. Open the timecoded DVT.
2. Select **Export to... | Trialpro(TM) Post-Production Time Stamp file (*.pts)** from the **File** menu.

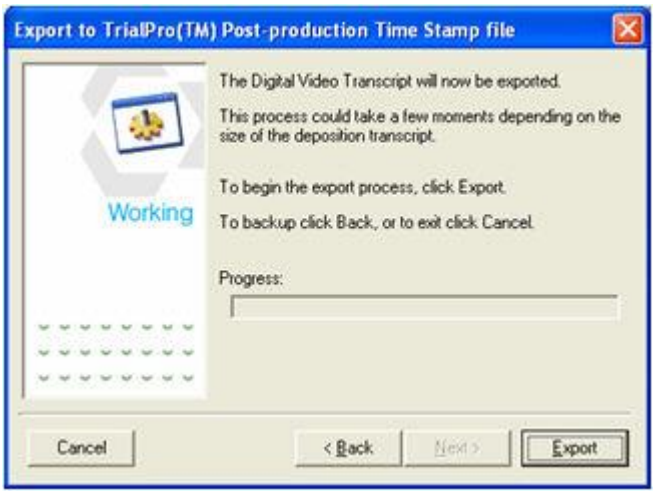
Export to TrialPro(TM) Post-production Time Stamp file
This wizard will help you to export a Digital Video Transcript to a TrialPro(TM) Post-production Time Stamp (*.pts) file.
Please enter a path and filename for the exported transcript below.
To continue, click Next.
To exit, click Cancel.
Export a Transcript
Select the transcript path and filename:
C:\Exports\MP072195.pts
Browse
Cancel
< Back
Next >
Export

3. Enter a destination folder and filename for the *.pts file, or click **Browse** to navigate to the desired path and filename.
    1. If you click **Browse**, the following window appears:

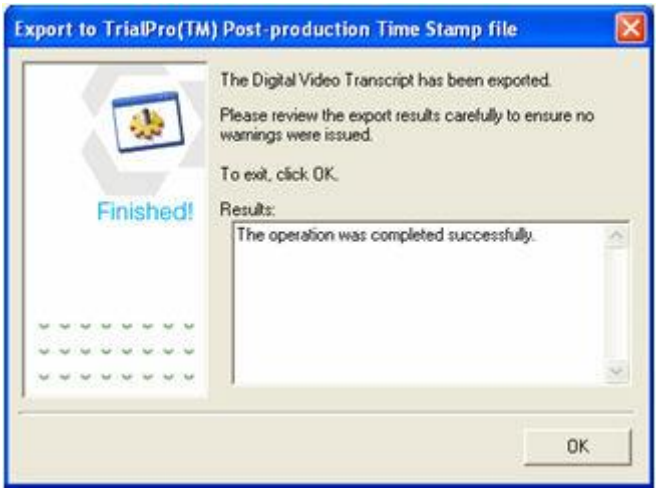


    b. Select the desired destination folder and type a name for the *.pts file in the *File Name* field. Click **Save** to save the selection.

4. When the desired path and filename are selected, click **Next**.


Export to TrialPro(TM) Post-production Time Stamp file
The Digital Video Transcript will now be exported.
This process could take a few moments depending on the size of the deposition transcript.
To begin the export process, click Export.
To backup click Back, or to exit click Cancel.
Working
Progress:
Cancel
< Back
Next >
Export

5. Click **Export** to begin exporting the Post-production Timestamp file. When the progress bar reaches the end, the export is complete.


Export to TrialPro(TM) Post-production Time Stamp file
The Digital Video Transcript has been exported.
Please review the export results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
The operation was completed successfully.
OK

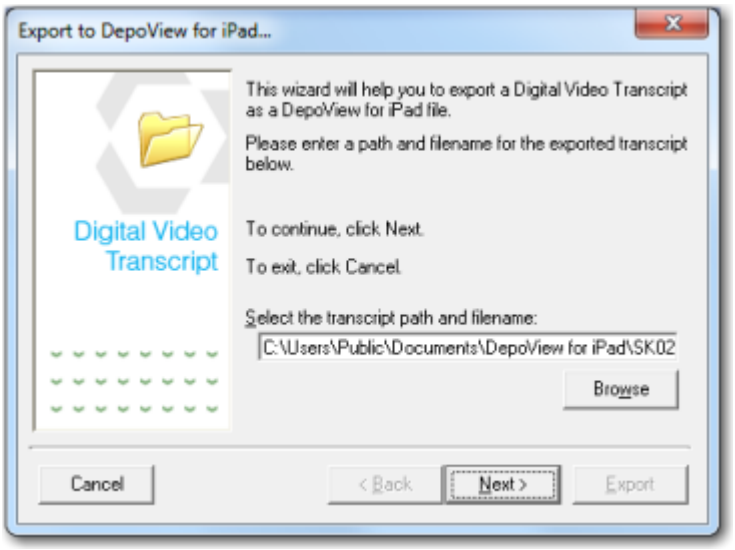
6. Review the export results carefully to ensure that no errors were encountered.
7. Click **OK** to exit the export process.

Exporting to DepoView for iPad

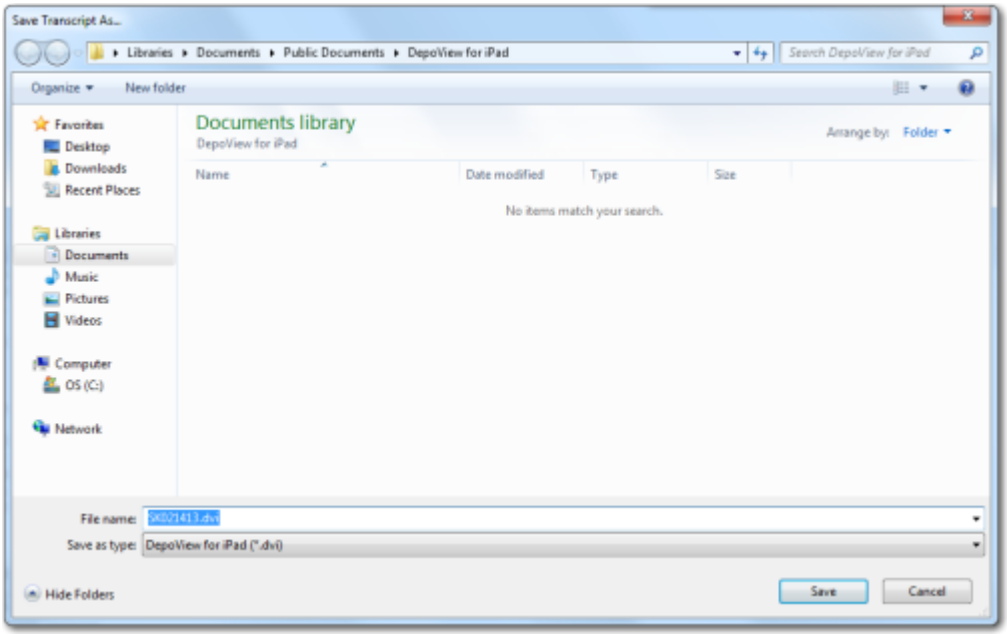
TimeCoder Pro can export a DepoView for iPad™ (*.dvi) file format.

To export to a DepoView for iPad (*.dvi) file

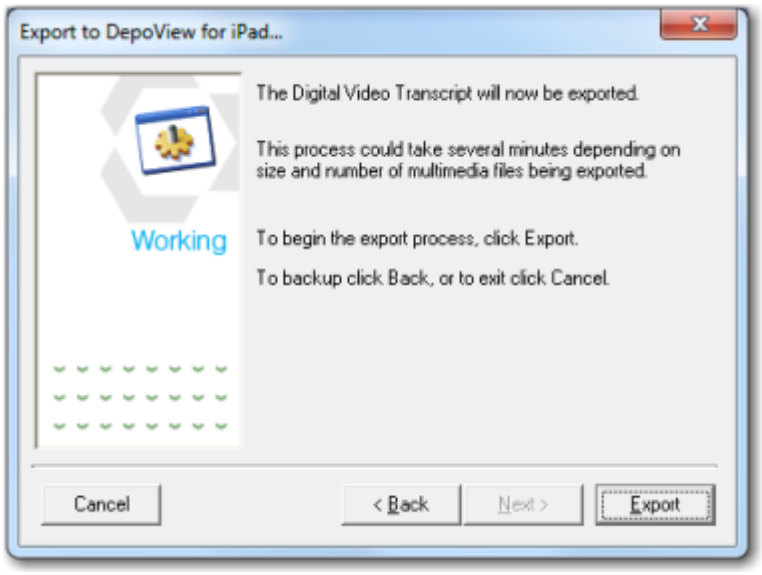
1. Open the timecoded DVT.
2. Select **Export to... | DepoView for iPad(TM)** from the **File** menu.


Export to DepoView for iPad...
This wizard will help you to export a Digital Video Transcript as a DepoView for iPad file.
Please enter a path and filename for the exported transcript below.
Digital Video Transcript
To continue, click Next.
To exit, click Cancel.
Select the transcript path and filename:
C:\Users\Public\Documents\DepoView for iPad\SK02
Browse
Cancel
< Back
Next >
Export

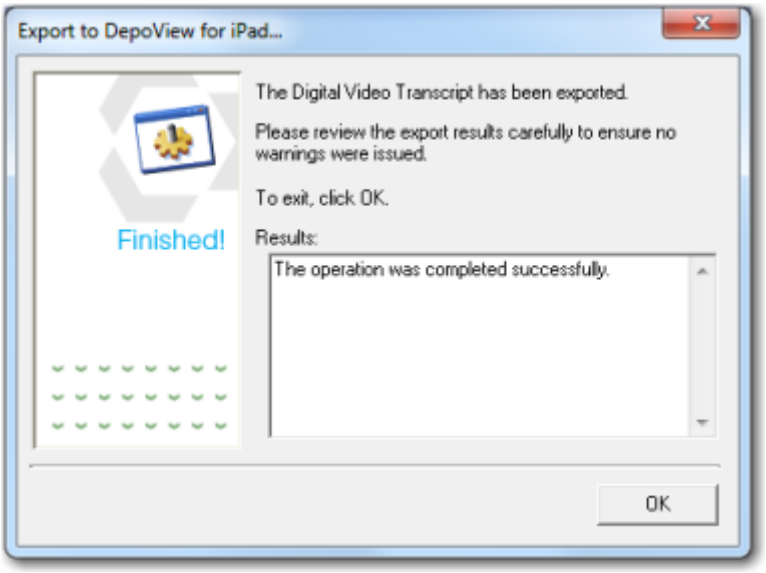
3. Enter a destination path and filename for the *.dvi file, or click **Browse** to navigate to the desired path and filename.
   a. If you click **Browse**, the following window appears:



   b. Select the desired destination folder and type a name for the *.dvi file in the *File Name* field. Click **Save** to save the selection.
4. When the desired path and filename are selected, click **Next**. The following window appears:


Export to DepoView for iPad...
The Digital Video Transcript will now be exported.
This process could take several minutes depending on size and number of multimedia files being exported.
Working
To begin the export process, click Export.
To backup click Back, or to exit click Cancel.
Cancel
< Back
Next >
Export

5. Click **Export** to begin exporting the DepoView for iPad file. When the progress bar fills, the export is complete.


Export to DepoView for iPad...
The Digital Video Transcript has been exported.
Please review the export results carefully to ensure no warnings were issued.
To exit, click OK.
Finished!
Results:
The operation was completed successfully.
OK

6. Review the export results carefully to ensure that no errors were encountered.
7. Click **OK** to exit the export process.

Files Included with a DepoView Volume

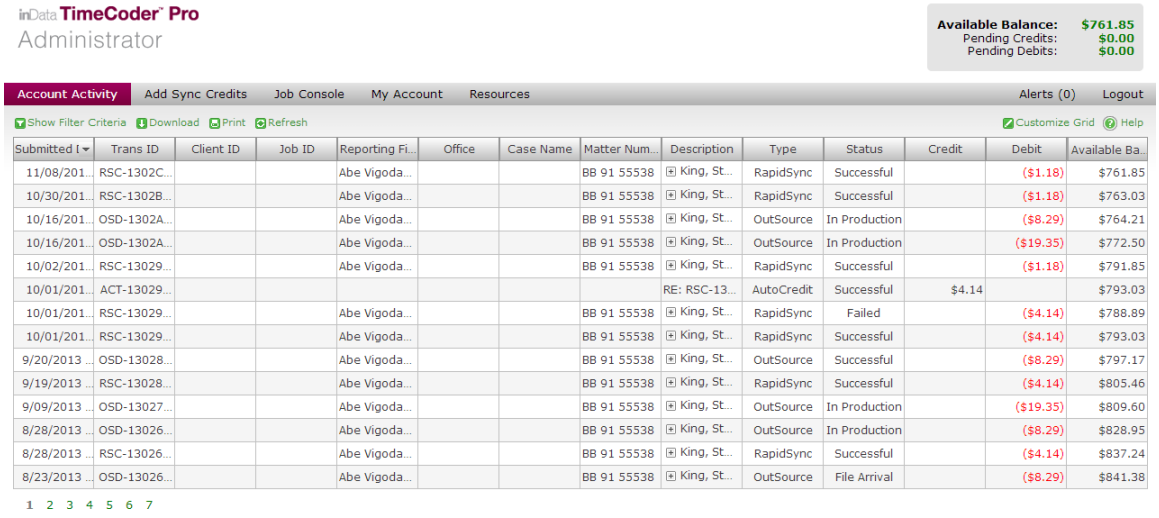
When you export a transcript to a DepoView volume, the following files are included:

- Volume Identification File (*.vol)
- Autorun Files (Autorun.exe, Autorun.inf)
- DepoView Digital Video Transcript (*.dvt)
- ASCII Transcript (*.txt)
- AMICUS Transcript (*.ami)
- TrialDirector Case File (*.cms)
- TrialDirector Object Load List (*.oll)
- LiveNote / VideoNote Files (*ptf /*.vid)
- LiveNote Attached Exhibit List (*.exh)
- CT Summation Document Information Index (*.dii)
- CT Summation Briefcase File (*.sbf)
- TimeCoder Multimedia List File (*.tml)
- TrialPro / Timaro Post-Production Timestamp File (*.pts)
- OpenDVT XML File (*.xml)
- Multimedia Resource File(s)
- Attached Exhibit File(s)
- Media Player Synchronized Media Interchange file (*.smi)
- Vendor Information File
- Vendor Bitmap

TimeCoder Pro Administrator

TimeCoder Pro Administrator is a secure, online area where you can add funds to your account, monitor jobs in progress, review detailed history for completed jobs, and more.

Show/Hide Image


inData TimeCoder™ Pro
Administrator
Available Balance: $761.85
Pending Credits: $0.00
Pending Debits: $0.00
Account Activity
Add Sync Credits
Job Console
My Account
Resources
Alerts (0)
Logout
Show Filter Criteria
Download
Print
Refresh
Customize Grid
Help
Submitted D
Trans ID
Client ID
Job ID
Reporting Fi...
Office
Case Name
Matter Num...
Description
Type
Status
Credit
Debit
Available Ba...
11/08/201... RSC-1302C... Abe Vigoda... BB 91 55538 King, St... RapidSync Successful ($1.18) $761.85
10/30/201... RSC-1302B... Abe Vigoda... BB 91 55538 King, St... RapidSync Successful ($1.18) $763.03
10/16/201... OSD-1302A... Abe Vigoda... BB 91 55538 King, St... OutSource In Production ($8.29) $764.21
10/16/201... OSD-1302A... Abe Vigoda... BB 91 55538 King, St... OutSource In Production ($19.35) $772.50
10/02/201... RSC-13029... Abe Vigoda... BB 91 55538 King, St... RapidSync Successful ($1.18) $791.85
10/01/201... ACT-13029... RE: RSC-13... AutoCredit Successful $4.14 $793.03
10/01/201... RSC-13029... Abe Vigoda... BB 91 55538 King, St... RapidSync Failed ($4.14) $788.89
10/01/201... RSC-13029... Abe Vigoda... BB 91 55538 King, St... RapidSync Successful ($4.14) $793.03
9/20/2013 ... OSD-13028... Abe Vigoda... BB 91 55538 King, St... OutSource Successful ($8.29) $797.17
9/19/2013 ... RSC-13028... Abe Vigoda... BB 91 55538 King, St... RapidSync Successful ($4.14) $805.46
9/09/2013 ... OSD-13027... Abe Vigoda... BB 91 55538 King, St... OutSource In Production ($19.35) $809.60
8/28/2013 ... OSD-13026... Abe Vigoda... BB 91 55538 King, St... OutSource In Production ($8.29) $828.95
8/28/2013 ... RSC-13026... Abe Vigoda... BB 91 55538 King, St... RapidSync Successful ($4.14) $837.24
8/23/2013 ... OSD-13026... Abe Vigoda... BB 91 55538 King, St... OutSource File Arrival ($8.29) $841.38
1 2 3 4 5 6 7

To learn how to use TimeCoder Pro Administrator, view the tutorial. The table below is a quick reference of common tasks and how to complete them in TimeCoder Pro Administrator after you log in.

To do this...	Go here...
Add money to your account	**Add Sync Credits** > **One-Time Purchase** Click **Add To Cart** next to the credit option you want. Ensure the purchase is correct and click **Proceed to Checkout**. Enter your NetSuite credentials and click **Continue** to complete your purchase.
Set it up to automatically add money to your account when needed	**Add Sync Credits** > **Turn On Auto Bill** OR **My Account** > **Turn On Auto Bill** Click **Add To Cart** next to the credit option you want. Ensure the purchase is correct and click **Proceed to Checkout**. Enter your NetSuite credentials and click **Continue** to complete your purchase. Note: This option will initially purchase your specified amount for the Auto Bill option to begin.
Change your password	**My Account** > **Change Account Password**
View jobs in progress (occurring on one or more	**Job Console**

TimeCoder Pro workstations)

View statistics (length, accuracy, speed, etc.) for a completed job

Account Activity > **Description column** > click **+** to expand

Show/Hide Image

After you click **+**, the details appear in the row below:

Description	Type	Status	Credit	Debit
⊟ King, Stacy (Vol	RapidSync	Successful		($4.14)
Length: 00:33:10 Accuracy: 99% Speed: 41.48x Pages: 40 Lines: 898 Words: 6933				

View, download, or print billing information for a specific client or case

Account Activity > **Show Filter Criteria** > **Select Field** > **Client ID or Case Name** > enter the specific client or case > **Apply Filter**

Click **Download** to save the filtered results to a CSV file.

Click **Print** to send the filtered results to your default printer.

View, download, or print information about completed RapidSync jobs

Account Activity > **Show Filter Criteria** > next to **Type**, select **RapidSync** > **Apply Filter**

Click **Download** to save the filtered results to a CSV file.

Click **Print** to send the filtered results to your default printer.

View, download, or print information about completed AutoSync jobs

Account Activity > **Show Filter Criteria** > next to **Type**, select **AutoSync** > **Apply Filter**

Click **Download** to save the filtered results to a CSV file.

Click **Print** to send the filtered results to your default printer.

View, download, or print information about jobs you outsourced to inData

Account Activity > **Show Filter Criteria** > next to **Type**, select **OutSource** > **Apply Filter**

Click **Download** to save the filtered results to a CSV file.

Click **Print** to send the filtered results to your default printer.

See Monitoring Outsourced Jobs in TimeCoder Pro Administrator for more information.

View, download, or print information about DepoView DVD charges

Account Activity > **Show Filter Criteria** > next to **Type**, select **DVDExport** > **Apply Filter**

Click **Download** to save the filtered results to a CSV file.

Click **Print** to send the filtered results to your default printer.

Add, remove, or rearrange columns in the Account Activity grid

Account Activity > **Customize Grid**

Create custom brochures/mailers and access other helpful resources	**Resources**
View a history of IP addresses that have logged in to TimeCoder Pro Administrator, date/time, duration, etc.	**My Account**

Logging into Your Timecoder Pro Account

TimeCoder Pro Administrator is a secure, online area where you can add funds to your account, monitor jobs in progress, review detailed history for completed jobs, and more. When you purchase TimeCoder Pro, an Administrator account is established for your product serial number. The password you need to log in to TimeCoder Pro Administrator the first time is included in the e-mail you should receive after registering TimeCoder Pro.

To log in to TimeCoder Pro Administrator

1. On the **File** menu, click **Login to Timecoding Account...**
   TimeCoder Pro opens your default Internet browser and prompts you to log in to TimeCoder Pro Administrator.

2. Your serial number will be populated for you. Enter the password and click **Log In** to continue.

   Note:

   You can also find your serial number in TimeCoder Pro under **Help** > **About TimeCoder**.

   You can also find your serial number in TimeCoder Pro under **Help** > **About TimeCoder**.

   You can also find your serial number in TimeCoder Pro under **Help** > **About TimeCoder**.

Requesting or Changing Your Password

Your TimeCoder Pro Administrator password is included with your serial number information in the email sent to you after you register TimeCoder Pro. After you log in the first time, you can change this to a password that you can remember. If at any time you forget your password, inData will email it to you at the email address you provided during registration.

To change your password

1. After logging in to TimeCoder Pro Administrator, click **My Account**.
2. Under **Change Account Password**, enter your current password, then your new password. Confirm the new password and click **Save Password**.

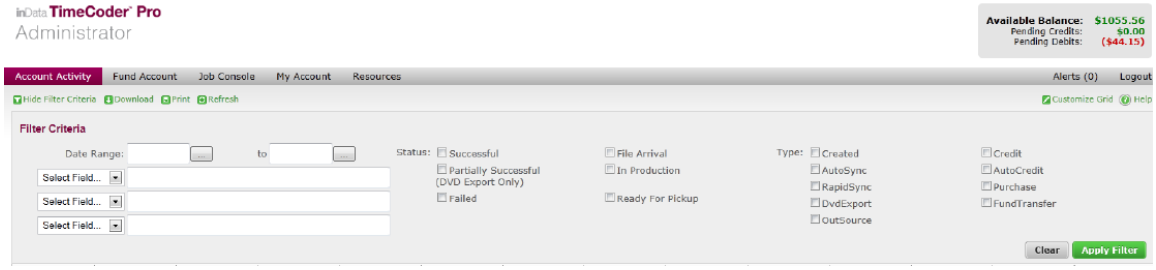
To request your password

1. On the **Log In** screen for TimeCoder Pro Administrator, click the **Forgot your password?** link.
2. Enter your serial number and click **Send Password** to have your password sent to the email address you provided when you registered TimeCoder Pro.

   You can find your serial number in TimeCoder Pro under **Help** > **About TimeCoder**.

Monitoring Outsourced Jobs in TimeCoder Pro Administrator

After you send a job to inData, you can monitor the status from a Web browser on any computer using TimeCoder Pro Administrator. In the Account Activity area, you can filter the grid to show only jobs with a specified Status (i.e. File Arrival, In Production, or Ready For Pickup) and select "OutSource" in the Type column.



When you view items in the Account Activity grid, look at the Status column. Initially after you send the job to inData, the Status column will show "File Arrival":

Type	Status
OutSource	File Arrival

When the job is complete and ready for pickup (download), the Status will show "Ready for Pickup":

Type	Status
OutSource	Ready For Pickup

After you pickup (download) the DVT, the Status will show "Successful":

Type	Status
OutSource	Successful

Setting TimeCoder Pro Options

Topics:

General Options
Deposition Properties
Highlight Properties
Synchronization Options

To set the TimeCoder Pro options, select **Options** from the **View** menu. The following window appears:

General Options

Digital Video Transcript Data Path	This field allows you to change the DVT data path. TimeCoder Pro searches the designated data path for available DVT's. Click **Browse** to navigate to a new DVT data path.

Deposition Properties

Automatically play across media breaks	Enabling this option will allow a Digital Video Transcript to continue playback when a media break occurs. If your multimedia resource files reside on removable media (ex. CD) you may want to disable this option.
Single	This option single-spaces transcript text.
1.5 Lines	This option spaces transcript text by 1.5 lines.
Double	This option double-spaces transcript text.

Arrow Keys Seek	This option allows you to designate the number of seconds the multimedia file will Rewind or Fast Forward each time you seek using the arrow keys (setting can go as low as .001 seconds, allowing more finite control).

Highlight Properties

Highlight Color	This field allows you to change the color of the highlight bar. Click **Pick** to open the color palette and choose an existing color, or create your own.
Text Color	This field allows you to change the color of the transcript text within the highlight bar. Click **Pick** to open the color palette and choose an existing color, or create your own.

Synchronization Tab

Select the Synchronization tab to view the option related to RapidSync.

Enable additional audio processing	Enabling this option allows RapidSync to complete the highest level of audio processing for the greatest accuracy. It increases synchronization time, but can significantly reduce the number of questionable (i.e. yellow) lines requiring Q/C in your transcript.

What is a UNC Path?

UNC is short for Universal Naming Convention or Uniform Naming Convention, a PC format for specifying the location of resources on a local-area network (LAN). UNC uses the following format:

\\server-name\shared-resource-pathname

So, for example, to access the file deposition.txt in the directory Cases on the shared server vault, you would write:

\\vault\Cases\deposition.txt

Trademark and Copyright Acknowledgments

Portions of this program utilize technologies developed at Carnegie Mellon University. (Copyright 1999-2001 Carnegie Mellon University. All rights reserved.)

Portions of this program utilize technologies developed by Nexidia, Inc. (Copyright 2005 Nexidia Inc. All rights reserved.)

Contains cryptography software by David Ireland of DI Management Services Pty Ltd. (www.di-mgt.com.au)

Windows® is a registered trademark of Microsoft Corporation.

Access® is a trademark of Microsoft Corporation.

Internet Explorer® is a registered trademark of Microsoft Corporation.

PowerPoint® is a registered trademark of Microsoft Corporation.

iBlaze® is a registered trademark of Access Data Group, LLC.

LiveNote® and E-Transcript® are registered trademarks of West Publishing Corporation.

Sanction® and Concordance® are registered trademarks of Reed Elsevier Inc.

TrialDirector® is a registered trademark of inData Corporation.

TimeCoder™ is a trademark of inData Corporation.

DepoView™ is a trademark of inData Corporation.

YesEdit® is a registered trademark of YesVideo Inc.

Apple, iTunes, Keynote, Mac, Mac OS, iOS, Numbers, Pages and QuickTime are trademarks of Apple Inc., registered in the US and other countries.

iPad® is a registered trademark of Apple Inc.

Foxit PDF Reader SDK Copyright, Foxit Corporation www.foxitsoftware.com, All rights reserved.

All other product names and logos are trade and/or service marks of their respective companies and are hereby acknowledged.

Information in this document is subject to change without notice. This documentation may not be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable form without the written consent of inData Corporation.

©2014 by inData Corporation. All rights reserved.

Documentation written and compiled by inData Technical Publications

inData Corporation

225 E Germann Rd., Suite 310

Gilbert, AZ 85297 USA

Phone: 480-497-8595

Toll Free: 877-463-2829

Fax: 480-497-1833

Visit inData online: http://www.indatacorp.com